

**Position Title:** Aquatics Manager

**Location:** Eau Claire Athletic Club (ECAC)

**Employment Type:** Full-time

**Reports To:** Athletic Programming Head



### ***Position Summary***

The Aquatics Manager at Eau Claire Athletic Club (ECAC) is responsible for overseeing all operations within the aquatic facilities, including pools, water safety programs, and staff management. This role ensures a safe, clean, and engaging aquatic environment while developing programs that align with ECAC's commitment to excellence in fitness and wellness. The Aquatics Manager will lead a team of lifeguards, instructors, and support staff, maintaining compliance with safety regulations and providing outstanding member experience.

### ***Key Responsibilities***

#### **1. Facility and Safety Management**

- Oversee daily operations of ECAC's aquatic facilities, including lap pool, variable depth pool, and any spa or hydrotherapy features
- Ensure all safety procedures are followed, including lifeguard rotations, water chemistry management, and emergency response protocols
- Conduct routine inspections of pool equipment, filtration systems, and cleanliness standards, coordinating maintenance and repairs as needed.
- Implement and enforce health and safety regulations, ensuring compliance with municipal, provincial, and federal guidelines.
- Respond to emergency situations promptly and lead incident investigations, completing necessary reports.

#### **2. Staff Leadership & Training**

- Assist in hiring, training, scheduling, and supervising lifeguards, swim instructors, and aquatic support staff.
- Conduct regular in-service training sessions on lifesaving techniques, first aid, and ECAC policies.

- Maintain certification records and ensure all staff hold valid and up-to-date qualifications (e.g., National Lifeguarding Certification (NL), Life Saving Swim Instructor Certification (LSI), Red Cross, CPR, AED).
- Provide ongoing performance evaluations and mentorship to aquatic team members, providing feedback to head of athletic programming.

### **3. Programming & Member Engagement:**

- Develop and oversee swim programs, including lessons, aquatic fitness classes, water safety courses, and specialty training sessions.
- Collaborate with the Membership & Events teams to introduce new offerings that align with member interests and fitness trends.
- Coordinate team-building activities, competitions, and community engagement events to enhance club culture.
- Act as a liaison for members, handling feedback and inquiries related to aquatic programming and safety concerns.

### **4. Administrative & Operational Duties**

- Prepare and manage the aquatic department budget, including payroll, equipment purchases, and program revenue tracking.
- Monitor and track facility usage, providing reports on attendance, incidents, and financial performance.
- Ensure accurate record-keeping of pool maintenance logs, incident reports, and certification renewals.
- Implement risk management strategies to mitigate liabilities and ensure sustainable operations.

### ***Qualifications & Skills***

#### **Experience:**

- Minimum 3–5 years of experience in aquatics facility management, preferably within a fitness or athletic club.
- Current Lifeguard Certification (Lifesaving Society, Red Cross, or equivalent)
- Current Standard First Aid and CPR “C”/AED Certification
- WHMIS Certification

- Experience in swim lesson instruction, program development, and event coordination.

**Skills:**

- Strong leadership and team management skills, with experience supervising staff.
- Knowledge of pool chemistry, maintenance, and safety regulations.
- Proficiency in administrative tasks, including scheduling, budgeting, and report preparation.

**Technology:**

- Familiarity with customer relationship management (CRM) software or scheduling platforms.

**Attributes:**

- Team-oriented, proactive, and committed to delivering outstanding service.
- Strong communication and problem-solving skills

***Schedule & Work Environment***

- Full-time position; availability for evenings and weekends as needed.
- Frequent exposure to warm, humid pool environments.
- Physical demands include swimming, lifting equipment, and standing for extended periods.

***Compensation & Benefits***

- The salary for the Aquatics Manager position will range based on experience: \$58,000 - \$65,000 per year.
- Opportunity for access to ECAC facilities and programs during specified times.
- Opportunities for professional development within ECAC.

**Please send in your application through the careers page on the ECAC website by March 7th, 2025.**