

NEWTOWN MUNICIPAL CENTER  
3 PRIMROSE STREET  
NEWTOWN, CONNECTICUT 06470  
TEL. (203) 270-4246  
FAX (203) 270-4205  
Email patrice.fahey@newtown-ct.gov



Patrice Fahey  
Human Resources Administrator

**TOWN OF NEWTOWN**  
OFFICE OF HUMAN RESOURCES

**Newtown Community Center  
Aquatics Director**

**General Statement of Duties:** This Aquatics Director position will be shared between the Community Center and Parks and Recreation Department. The Aquatics Director will be responsible for one year round facility and three seasonal facilities. The goal is to maintain safe and high quality services and programs including special events and growing community outreach. The Director will manage the Newtown Aquatics Department and provide direct supervision to the aquatics coordinator and front line staff.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Community Center Director

**SUPERVISION EXERCISED:** Supervises lifeguards, instructors and all other aquatic staff

**Examples of Duties:**

- Develops and schedules aquatic programming for the Community Center and other Town parks. Responsibilities include scheduling classes, programs and swim schedule for 2 indoor pools year round and seasonal facilities
- Evaluates current programs and develops new aquatic programs
- Responsible for the recruitment, hiring, training, development, scheduling, and supervision of employees
- Develops strategies to motivate staff and achieve goals
- Maintains accurate records of staff certifications, training compliance and payroll
- Conducts training of staff in water safety, first aid and CPR; ensures that all certifications of staff are maintained and provides regular in-service training to staff as needed
- Performs regular safety inspections of pools and equipment to reduce safety hazards and to provide maximum safety to members and patrons
- Maintains management software for all aquatic related programs and events
- Communicates with Service Desk about new programs, schedule changes etc.
- Works closely with both department directors and the accounting department to budget and manage aquatics finances
- Willingness to work evenings, weekends as needed

**Requirements:** 3 + years' experience preferred; bachelor's degree in related field or equivalent combination of education and experience. Current certification in American Red Cross Lifeguard Management, Lifeguard Instructor and First Aid/CPR for the Professional rescuer. CPO and or AFO preferred but not required.

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EEO/Affirmative Action Employer**