

NEWTOWN MUNICIPAL CENTER  
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Patrice Fahey  
Human Resources Administrator

## TOWN OF NEWTOWN

OFFICE OF HUMAN RESOURCES

### **Newtown Community Center** **Aquatics Director**

**Job Description:** This Aquatics Director position will be a position that will be shared among the Community Center and Parks and Recreation Department. The Aquatics Director will be responsible for one year round facility and two seasonal facilities. The goal is to maintain safe and high quality services and programs while including special events and growing community outreach. The Director will manage the Newtown Aquatics Department and provide direct supervision to all staff.

**Job Responsibilities:**

- 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
- Evaluate current programs and develop new aquatic programs
- Responsible for the recruitment, hiring, training, development, scheduling, and supervision of employees including lifeguards, instructors and all other aquatic staff
- Develops strategies to motivate staff and achieve goals
- He/she maintains accurate records of staff certifications, training compliance and payroll
- Conducts training of staff in water safety, first aid and CPR; and 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 aquatic finances
- Willing to work evenings, weekends as needed

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

Salary \$50K-58K

**Please apply**  
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**3 Primrose Street, Newtown, CT 06470**

**EEO/Affirmative Action employer**