

THE CREEK

INDIAN CREEK SCHOOLS

Nineveh-Hensley-Jackson United School Corporation

802 South Indian Creek Drive | Trafalgar, IN 46181

317-878-2100 (p) | 317-878-2109 (f) | www.indiancreekschools.com

TITLE: Indian Creek Aquatics Director

Indian Creek High School is in search of an Aquatics Director to manage the NHJ Natatorium. The Aquatics Director plays a vital role in the operation of this facility. The Aquatics Director manages and coordinates the use of the NHJ pool in full partnership with the Indian Creek High School/Middle School Athletic Department, Indian Creek Swim Club and the NHJ community. This individual will organize a comprehensive program of activities and instructional opportunities that address a variety of aquatic interests, skills, and age groups.

Responsibilities include the following, as well as additional duties the Athletic Director may assign:

- Communicate regularly with patrons, and handle all patron questions and concerns, and oversee program registrations.
- Work with the Indian Creek Swim Club to organize volunteers; assign responsibilities, establish schedules, train, and evaluate performance of all facility volunteers including lifeguards.
- Maintain, communicate, and ensure adherence to the operating policies and procedures, and special/emergency procedures to protect the patrons and its facility.
- Assist in pool and timing system set up and operations for meets hosted at Indian Creek High School including middle school, high school, and club events. This includes events from outside organizations when applicable.
- Establish schedules and communicate facility and program schedules to maximize the use and availability of the pool including the ICHS Athletic Department, the Indian Creek Swim Club, the NHJ P.E. Department, and the Indian Creek Middle School swim program; coordinate pool repair and maintenance, and maintain accurate and appropriate inventory of supplies and equipment.
- Provide input on Indian Creek Swim Club budget preparation; coordinate billings and fees with ICHS Athletic Director; provide recommendations to enhance financial standing of facilities while maintaining quality programs and safety standards.
- Develop and maintain knowledge of aquatic facility management, curriculum development, and related safety and medical issues through active participation in the appropriate professional organizations and ongoing training as necessary.

Qualifications:

Aquatic Certification to include the following:

- Certified Lifeguard
- Lifeguard Instructor
- Water Safety Instructor
- Nationally Certified Pool Operator
- CPR
- First Aid
- Strong interpersonal skills **in** order to address nuanced and difficult situations, such as patron complaints and disciplinary action, program funding, and personnel issues. Must develop ongoing working relationships with a variety of patrons, community agencies, and school administration.
- Competitive swim coaching and aquatic teaching experience; a minimum of five years experience preferred.
- Thorough knowledge of pool management and safety requirements; a minimum of five years experience preferred.
- General business administration knowledge and experience in order to prepare appropriate budgets, assess program effectiveness, and write proposals.
- Familiarity with aquatics programming software and timing system programs.

Skills and Attributes:

- Leadership Skills
- Creativity
- Flexibility
- Business Skills
- Strategic Thinking
- Marketing
- Planning and Organizing
- Interpersonal Skills
- Verbal Communications
- Develop Relationships
- Presentation Skills
- Flexibility