



Assistant Director, Aquatics and Programming Centers at DePaul University

Contact Name: Ashley Simms

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Contact Phone:

Closing Date:

Salary: Starting at \$50,000

Description:

CENTERS is a management company that specializes in campus recreation. We partner with universities to manage their departments, facilities, finances, and deliver exceptional customer service. Since 1998, CENTERS remains the first and only mission centric organization committed to student development and departmental excellence on behalf of its clients. CENTERS is currently operating university campus recreation centers at ten site locations within the United States.

Campus Recreation at DePaul University offers a comprehensive collegiate recreation program out of the Ray Meyer Fitness and Recreation Center, a 123,000 square foot facility in Lincoln Park (Chicago). The pool is a 6-lane, 25-yard, and 3.5 feet deep. The learn-to-swim program includes approximately 150 lessons per week. Note: the university's facility operations staff oversees pool filtration equipment, water quality, and chemicals.

Core Responsibilities:

Staff Supervision: lifeguards and swim instructors. Recruit, hire, train, supervise and evaluate all aquatics staff (20+) including lifeguards and head lifeguard, swim instructors and head swim instructor. Organize and conduct regular in-service trainings and staff meetings. Monitor staff safety certifications and records to ensure compliance. Enter and process student and part-time bi-weekly payroll. Create and assess student learning outcomes

Programming: Create, coordinate, and manage aquatic and safety programming, including swim lessons, lifeguard certification/recertification classes, and CPR/AED courses. Conduct periodic program evaluations and assessments to determine program satisfaction and effectiveness. Ensure a balance between open swim opportunities and programming (including group fitness classes, PE classes, swim lessons and rentals).

Risk Management: Lead the department's risk management efforts and the risk management committee. Schedule and conduct safety trainings, mock emergencies, and quarterly audits on behalf of the department.

Administration: Prepare, forecast, and monitor program-related budgets. Prepare and submit regular feedback, including quarterly and annual reports, financial reports, participation counts, goal updates and key performance indicators. Oversee policies and procedures for all areas of responsibility. Communicate with frequent swimmers and swim parents; respond to customer feedback. Participate in assigned department, university and CENTERS meetings; serve on committees and work teams as

assigned. Actively participate in professional development.

Minimum Requirements: Bachelor's degree required or at least 4+ years of equivalent work experience in related field. Experience working in a collegiate/community recreation environment; knowledge of standard practices. Strong organizational skills and detail-orientation; ability to manage a large swim lesson program, particularly the coordination and communication with parents. Strong written and verbal communication skills. Ability to supervise, lead and manage a team. Ability to work as part of, and lead, a team that collaborates effectively with colleagues. Entrepreneurial spirit and enthusiasm. Analytical skills to: identify problems, assess alternatives, and render consistent, logical decisions. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyle choices. Current American Red Cross Lifeguard certification (or willing to obtain).

Preferred Qualifications: Demonstrated aquatics experience and at least two years of programming experience. Current American Red Cross CPR/AED/FA Instructor certification (or willing to obtain). Current LGI & WSI certifications (or willing to obtain). Master's degree.

Candidate review will begin no later than July 13. To apply visit www.centersusa.com/careers/
CENTERS is an Equal Opportunity Employer.