

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 base salary for the Aquatics Manager position starts at \$58,000 per year, with the potential for additional compensation based on experience, qualifications, and performance.
- 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 February 25, 2025.