



Job Title: **Fleet First Aquatics Director**

Team: **Cypress-Fairbanks Swim Club**

Location: 14654 Spring Cypress Road, Cypress, Texas 77429

Primary Objective of Position

Supervise and manage the Fleet First Swim School, including but not limited to hiring, training, and scheduling of swim instructors, ensuring that all safety standards are met and that staff is educated relative to these standards, while playing a critical role in developing and promoting our Fleet First program. This includes but is not limited to coordinating efficient lesson scheduling, effective program promotions, and timely communication with students, parents, colleagues, and staff. Outstanding customer service skills are a must. This position reports to the General Manager.

Located in Cypress TX, the CFSC Fleet First learn-to-swim program is designed for children over 6 months up to adults. Our students progress through each aquatic level at their own pace, mastering the skills of one before progressing to the next. Established in 1975, CFSC owns and operates a facility that includes an outdoor 10-lane 50-meter long course competition pool, an 8,000 square foot dryland training facility, and a swim school with an indoor 6-lane 25-yard pool with eight built-in teaching stations. CFSC is a membership-driven, 501(c)(3) organization with an active Board of Directors.

Essential Duties & Responsibilities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time.

- Oversee the organization, administration, promotion, implementation, and evaluation of the Fleet First program and the care of its facility.
- Hire, train, supervise, and evaluate all swim instructors in a consistent and timely manner. Ensure every instructor has the required aquatics and First Aid/CPR/AED certifications.
- Develop and maintain an effective employee retention program.
- Schedule instructors to ensure coverage of all lessons.
- Regularly observe swim instructors to assure program quality, consistency, and safety.
- Instruct lessons or lifeguard, as needed. Plan and implement aquatic emergency drills.
- Coordinate with CFSC coaches to ensure a seamless transition of students advancing into the Fleet competitive swim program.
- Register and bill students through TeamUnify.
- Monitor phone calls and emails and return messages in a timely and cordial manner.
- Ensure that lesson or policy changes, pool closures, or upcoming club activities are promptly communicated to students by email, social media, or at each lesson.
- Lead quarterly staff meetings to ensure that instructors understand and correctly implement the Fleet First program and to practice Emergency Action Plans (EAPs).
- Submit regular and accurate revenue and expenditure reports, including staff payroll hours.
- Provide a Fleet First report to the monthly Board of Directors meeting. Work with the Board of Directors to implement CFSC Fleet First policies and procedures.
- Develop flyers, brochures, advertisements, and social media posts to promote Fleet First program.
- Attend and participate in all professional development and training opportunities as required.
- Maintain positive relationships with students, parents, staff, and administrators.
- Other duties as assigned by the General Manager.

Position Specific Responsibilities

- Outstanding customer service and organizational skills.
- Exceptional interpersonal and leadership skills.
- Maintain a high level of responsibility and professionalism.
- Prompt arrival for all shifts, lessons, events, and pertinent meetings.

Training and Experience

- American Red Cross Water Safety Instructor (WSI).
- American Red Cross First Aid/CPR/AED Trainer.
- American Red Cross Lifeguard Training Instructor (LGI) preferred.
- BA/BS preferred.
- Minimum three years previous experience as a swim instructor.
- Prior aquatics management experience preferred.
- Computer literacy, with experience with TeamUnify's web/mobile platforms preferred.

Licensing Requirements

WSI and First Aid/CPR/AED Trainer certificates required, must also be certified in USA Swimming Athlete Protection and Concussion Protocol Training within 90 days of hire.

Knowledge and Skills

- Have passion for swimming and enthusiasm for continuing aquatics education.
- Show initiative and be receptive to feedback.
- Effectively build genuine relationships with students, parents, staff, and colleagues.
- Communicate with a high level of diplomacy in varied settings.
- Willingness to take on a wide range of tasks and responsibilities.

Working Conditions

Our pools operate six days a week, year-round. On-deck and in-pool instruction as well as the supervision of swimmers in the pool area are the responsibility of every swim instructor. When applicable, this position will require morning, afternoon, evening, or weekend hours, and to fill-in when other instructors are absent.

Physical Abilities

Examples Include:

- Moderate physical effort, including lifting 40 pounds and some extended periods of working waist deep in water.
- Moderate physical activity, which may occur both indoors and outdoors.
- Physical exertion as the job involves swimming and may require lifesaving.
- Visual acuity (near and distant) sufficient to evaluate, review, or provide feedback.
- Hearing and speaking to exchange information in person and on the telephone.
- Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, or loud noises.

Compensation

CFSC offers competitive compensation based on qualifications. Potential candidates must possess the appropriate documentation to legally obtain employment in the US and must pass a background check.

How to Apply

CFSC is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other characteristic protected under applicable law.

This job description is not an employment agreement, contract agreement, or contract. Management has an exclusive right to alter this job description at any time without notice.

To apply, send your resume to jobs.fleetswimming@gmail.com.