



Director of Operations

Hiring Salary Range: \$48,000- \$50,000

Function Statement / Summary of Duties

The Director of Operations is the lead for constructing a dynamic staff to ensure the safety of members and participants within the Worthington Pools. The Director of Operations assists the Director of Aquatics in the development and administration of the annual budget for facility operations. The Director of Operations is responsible for the operational and managerial demands of the staff.

Essential Duties:

80% Directly supervises assigned staff; recruits, hires, trains, supervises and evaluates safety staff; accurately completes reports in support of facility operations. Plays a key role in the development, refinement, and implementation of the facility risk management plan.

10% Acts as liaison and consultant to the Director of Aquatics; develops staff leadership activities; promotes professional and community service membership.

5% Assist in the design and administration of programs or activities (other than competitive or instructional) which enhance the enjoyment of the Worthington Pools.

5% Oversees data collection to determine current and future needs.

Job Function:

1. Participate in the planning, developing and implementing of programs and activities of Worthington Pools.
2. Recruit and interview potential employees and make recommendations for hiring.
3. Update the Employee Handbook as required.
4. Plan and Implement employee recognition programs.
5. Enforce facility rules, regulations, policies and procedures.

6. Provide support in maintaining the facility.
7. Assist the Director of Aquatics in short and long-range planning.
8. Be immediately available to observe operations and promote staff performance.
9. Evaluate the performance of staff, providing immediate feedback and coaching
10. Assist in the conduct of unique events.
11. On rare occasions there may be other temporary duties assigned.

Supervisory Responsibility:

Pool Supervisors (4), Crew Chiefs (4), Lifeguards (60)

Decision Making Authority:

Makes decisions necessary to assure a safe environment.

Knowledge Required:

- Bachelor's degree
- Current Red Cross CPR or its equivalent as recognized by the Ohio Health Dept. is required.
- Current Red Cross Lifeguard Training or its equivalent as recognized by the Ohio Health Dept. is required.
- Current Red Cross Lifeguard Training Instructor or its equivalent is preferred.
- Aquatic industry experience preferred.

Specific Skills Necessary:

- Microsoft Office
- Excellent Verbal and Written Communication
- Problem Solving /Conflict Resolution
- Team Building / Coaching

Other Job Requirements:

- Work Non-Standard Work Week, Weekends and Holidays
- Day and Evening Shifts
- Availability On-Call Outside Regular Work Hours (on exceedingly rare occasion)

To Learn More or to Apply for Consideration:

Submit a brief letter of interest and resume to Lori Ave, Aquatic Director

Lori.Ave@WorthingtonPools.com

Worthington Pools
400 W. Dublin Granville Road
Worthington, OH 43085