



**BOYS & GIRLS CLUBS
OF METRO SOUTH**

Aquatics Director-Taunton Clubhouse

Boys & Girls Clubs of Metro South is the preeminent youth development organization in Southeastern Massachusetts, serving more than 2,500 youth annually from infancy to adulthood from nearly 50 zip codes at our Clubhouses in Brockton and Taunton, 100-acre Camp Riverside property, and at several community extension sites across the region. BGCMS is fueled by a critical mission *"to nurture strong minds, healthy bodies and community spirit through youth-driven, high-impact programming in safe and fun environments"* to ensure that every child in need of support, opportunity, and belonging has a positive place to spend their out-of-school hours. We hold an intrinsic belief that every child deserves an equal chance to pursue the American Dream – to have a genuine opportunity to realize their full potential to achieve a great future.

Reporting to the Club's Executive Director, the Aquatics Director responsible and accountable for all aspects of the aquatics department. In this role they are expected to emphasize a high level of risk management, membership development, and programming. This position supports two locations: Taunton Clubhouse (Indoor 25 Yard Competition Pool) & Camp Riverside (Outdoor 40x60 Recreational Pool, Splashpad, and Riverfront Boating).

Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. The Aquatics Director must be a subject matter expert and innovator in the core programs of the Club including but not limited to: Lifeguarding; Parent & Child, Preschool, Youth, Private, and Adult Lessons; Family Swim Programs; all Rentals and Pool Parties; and Competitive and Pre-competitive Swim Programs that reflect community needs and maintain the Clubs high standards of quality, safety, and caring. The Aquatics Director will also monitor aquatic facility equipment and pool chemistry.

ESSENTIAL FUNCTIONS:

Prepare Youth for Success

- Provide strategic and administrative direction for all aquatic's programs and activities in concert with the stated core principles of the Boys & Girls Clubs of Metro South.
- Establish Club program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to ensure proper conduct, safety and development of members.
- Designs, delivers, and evaluates aquatic and recreational program that meets the needs and interests of the target populations and ensure their delivery in a safe and quality manner.

Program Development and Implementation

- Establish and maintain Clubhouse program goals and settings to ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.

- Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics; verify that programs/activities respond to member needs and address their gender and cultural diversity.
- Assists Executive Director with developing short-term and long-term plans that support organizational goals and ensure the growth, quality, and service delivery of the aquatics & recreational programs.
- Ultimately accountable for the performance of their team. Directly responsible for hiring, supervision, and managing all direct reports and ensuring compliance with organizational hiring practices for all positions within their organizational structure.
- Drives program enrollment and growth while ensuring a high-quality, safe and transformative Club Experience as demonstrated by program enrollment, reality checks, parent feedback, DPH compliance and other experience metrics.
- Leads and coaches' staff to ensure high quality programming through the implementation of the Clubs Swim Lesson, Swim Team, and other programs. Monitors and engages in family and participant communication.
- Ensures accountability and compliance with all Club safety standards and best practices, and regulatory health and safety requirements in the aquatics facilities and ensures active participation and attendance in monthly in-service for both safety and instruction. Provides regular certification training for staff at the Clubhouses and provides coordination and training support. Coordinates and documents in-service and certification training.
- Ensures that the aquatic environment is well maintained, safe and clean, following DPH guidelines and Club practices. Ensure program staff are conducting daily walk-throughs of facilities. Reports and follows up with staff to address any deficiencies and safety hazards.
- Assists with the development of an annual budget according to organizations instructions and ensures successful execution of the plan. Works to identify growth opportunities, forecasting on a monthly basis, and address financial deficiencies on a timely basis.
- Collect and analyze departmental statistics and data and prepare and distribute reports as appropriate
- Work collaboratively with the Facilities Directors to manage facilities maintenance and implement the comprehensive renewal of the Clubs indoor and outdoor aquatic facilities.

Supervision

- Supervise the management and maintenance of recreational aquatic equipment and Club facilities.
- Supervise departmental staff and volunteers including responsibility for hiring, time management and payroll, training, mentoring, evaluating, and disciplining departmental staff to ensure maximum member safety and positive collaborative relationships with community partners.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all program staff and volunteers.
- Establish and maintain standards of conduct and practice rules for all Club athletes and coaches.
- Monitor strict observances of health, safety and legal requirements for aquatic program operations with a goal of risk assessment and risk reduction.

Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, media releases and social media.

Additional Responsibilities:

- Oversee special programs and/or events and/or participate in the implementation of other Club activities as necessary.
- Consult with parents concerning member and Club issues.
- Assist with administration duties associated with Club activities.

QUALIFICATIONS:

- Four-year degree from an accredited college or university required.
- A minimum of three years' work experience in a Boys & Girls Club, YMCA, educational institution, coaching at a secondary school/collegiate level, or equivalent experience.
- Preferred three years' experience in Aquatics management including Certified Pool Operators credentials.
- Current Lifeguard, CPR, First Aid, and Emergency Oxygen certification from national organization. Red Cross preferred.
- Preferred Lifeguard Instructor certification from national organization.
- Comprehensive knowledge of program planning, organizational design, budgeting, and administrative operations.
- Demonstrated experience managing a high-performing team of direct service staff.
- Superior organizational skills, attention to detail, and project management experience, including the ability to work efficiently and effectively to meet deadlines in a cross-functional, team-based environment.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

How to Apply:

Please email your cover letter and resume to hr@bgcmetrosouth.org or mail to:

Brittany Ortiz | Executive Director
Boys & Girls Clubs of Metro South | Taunton Clubhouse
31 Court Street | Taunton, MA 02780

Salary Range:

\$58,000-\$65,000

Benefits: Medical, Dental, STD, LTD, Life, 401k, AFLAC Supplemental Insurance, Tuition Assistance, Program Discounts, etc.

Anticipated Search Process:

- Job Announced: October 6, 2025
- Resumes reviewed on a rolling basis through: October 31, 2025
- Selection made: Mid-November
- Start Date (anticipated): Late November

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.