



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Assistant Aquatics Director

SUPERVISOR: Kathleen Costantini, Aquatics Director

STATUS: Full time, 40 hours per week

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades is seeking a dedicated professional to join our aquatics team. If you're ready to help people live healthier lives by building water comfort, being an integral part of our swimming team leadership, and creating a fun and engaging atmosphere for all who enjoy our pools, we invite you to apply!

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

The Assistant Aquatics Director supports the successful day-to-day operations of the JCC's aquatics programs and facilities. This leadership role assists in managing swim lesson programming, staff supervision, pool scheduling, and safety compliance, while delivering outstanding service to members and program participants. The ideal candidate is a proactive team leader with a strong background in aquatics, staff management, safety protocols, and customer service.

RESPONSIBILITIES AND OPPORTUNITIES

Program & Operations Management

- Coordinate all aquatics scheduling, including group and private swim lessons, lap swim, open swim, and special events.
- Manage program registration, waitlists, and rosters, ensuring clear and timely communication with families.
- Optimize pool usage through effective scheduling and facility coordination.

Staff Supervision & Development

- Recruit, train, supervise, and evaluate part-time aquatics staff including lifeguards and swim instructors.
- Prepare and manage weekly staff schedules, ensuring coverage for all programs and safety needs.
- Monitor and approve staff timesheets; manage payroll processes in alignment with budgeted labor costs.

Safety & Compliance

- Ensure all lifeguard and instructor certifications (CPR, First Aid, Lifeguarding, etc.) remain current.
- Lead regular in-service training and safety audits to maintain compliance with industry standards.
- Respond promptly to emergencies or incidents, completing necessary reports and notifying leadership as appropriate.

Customer Service & Communication

- Serve as a primary point of contact for member inquiries, registrations, and program-related questions.
- Address and resolve customer concerns with professionalism and a solution-oriented mindset.
- Collaborate with the Marketing team to promote programs and provide timely schedule updates and announcements.

QUALIFICATIONS & SPECIALIZED SKILLS

- Minimum 2 years of experience in aquatics programming or facility operations
- Current lifeguard certification required; WSI (Water Safety Instructor) certification strongly preferred
- Demonstrated experience in swim instruction programming and safety protocols
- Strong leadership, communication, and organizational skills
- Proficiency in scheduling and registration software
- CPR/AED for the Professional Rescuer certification required

Schedule & Work Environment

- Full-time position with flexible hours required, including early mornings, evenings, and Sunday shifts
- Active presence on the pool deck and throughout the aquatics facility is expected

SALARY RANGE: Base salary of \$45,000, Commensurate with experience. Option for additional commission for swimming lessons.

BENEFITS

Full-time: Complimentary JCC family or Individual membership
employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability]

This job description is not intended to be all-inclusive, and the **Assistant Aquatics Director will** also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send cover letter and resume to Shani Waismel-Stein at:

Recruiting@jccotp.org