



## KAPLEN JCC on the Palisades

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

[www.jccotp.org](http://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 overall success of the JCC's aquatics programs and facilities by assisting with daily operations, staff leadership, scheduling, safety compliance, and member service. This position works closely with the Aquatics Director and other senior leaders to ensure safe, efficient, and high-quality aquatic programming.

The ideal candidate is an organized, proactive leader with strong aquatics experience, excellent communication skills, and a commitment to creating a welcoming, engaging environment for swimmers, families, and staff.

## **RESPONSIBILITIES AND OPPORTUNITIES**

### **Program & Operations Management**

- Coordinate all aquatics scheduling, including group and private swim lessons, lap swim, open swim, team practices, and special events.
- Manage program registration, rosters, and waitlists, ensuring clear, timely, and proactive communication with families.
- Optimize pool usage through thoughtful scheduling and coordination across departments.
- Support seasonal transitions, including collaboration with the Camp Aquatics Liaison to manage lifeguards and swim instructors during camp operations.

### **Staff Supervision & Development**

- Recruit, train, supervise, and evaluate part-time aquatics staff, including lifeguards and swim instructors.
- Create and manage weekly staff schedules to ensure appropriate coverage and compliance with safety requirements.
- Monitor and approve staff timesheets and support payroll processes in alignment with budgeted labor goals.
- Foster a positive, professional, and team-oriented culture that emphasizes accountability, growth, and excellence.

### **Safety & Compliance**

- Ensure all lifeguard and instructor certifications (Lifeguarding, CPR, First Aid, AED, etc.) remain current and compliant.
- Lead regular in-service trainings, drills, and safety audits to uphold industry best practices and regulatory standards.
- Respond promptly and professionally to emergencies or incidents, completing required documentation and notifying leadership as appropriate.

### **Customer Service & Communication**

- Serve as a primary point of contact for member inquiries related to aquatics programming, scheduling, and registration.
- Address and resolve concerns with empathy, professionalism, and a solution-focused approach.
- Partner with the Marketing team to promote programs, share schedule updates, and support enrollment efforts.

## **QUALIFICATIONS & SPECIALIZED SKILLS**

- Prior experience in aquatics programming, pool operations, or swim instruction required.
- Demonstrated experience supervising staff in a fast-paced environment.
- Strong organizational, communication, and interpersonal skills.
- Ability to remain calm, decisive, and professional in emergency situations.

- Current Lifeguard, CPR/AED, and First Aid certifications (or ability to obtain upon hire).
- Evening and weekend availability required

**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](mailto:Recruiting@jccotp.org)