



Columbus School for Girls

Aquatic Facility Manager and Coordinator

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an **Aquatic Facility Manager and Coordinator**. The Aquatic Facility Manager and Coordinator reports to the Director of Athletics Development Officer and is responsible for developing, organizing, and implementing the aquatic programming. The Aquatic Facility Manager and Coordinator will ensure pool safety, cleanliness, and accessibility standards for all CSG and community aquatic programs are being met and aligned with CSG risk management protocols, and State of Ohio rules and guidelines.

Major Functions and Responsibilities:

- Creates, schedules and manages all aquatic facility usage by internal and external customers
- Recruits, hires, trains, develops, schedules, and manages aquatics personnel
- Ensures that personnel maintain a safe facility, following published safety information and protocols
- Ensures records of staff certifications are current and complete, including month-service training for all lifeguards
- Develops and maintains current aquatic facility preventative maintenance schedules
- Maintains procedure manual that follows current protocol including checklists for swim meets, maintenance staff, supplies, and pool staff duties to ensure all work is done routinely and promptly
- Orders all swimming pool equipment, negotiating with vendors to get best pricing
- Maintains organization and ensures a professionally clean appearance of equipment room, locker room, lost & found, pool area, and towel service
- Manages community memberships
- On call during pool programming, in case of emergency, or if lifeguard does not show up for work.
- Responsible for pool chemicals to ensure proper water quality
- Communicates with maintenance staff about any unfavorable conditions
- Ensures pool and pump room machinery are in proper working order
- Serves as assistant teacher for PE swim classes



Columbus School for Girls

Experience, Characteristics, Qualities:

- Bachelor's Degree
- Minimum of 2 years of experience
- Red Cross Lifeguard Certification, AED, CPR, First-Aid
- Certified Pool Operator (CPO) license
- Proficient skills in Google Suite, Excel, Word
- Attention to detail
- Communication skills (oral and written) and confidence in conveying information to all community stakeholders, including administrators, faculty, staff, students, trustee, and parents

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email hr@columbusschoolforgirls.org.

Please put **Aquatic Facility Manager and Coordinator** in the subject line.

Columbus School for Girls is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, sexual orientation, disability, veteran status, marital status, or any other status protected by law.