

## **Arlington Aquatic Club Manager**

Arlington, VA, United States

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[Complete Accommodation Form Here](#)

### Job Info

Job Category Parks & Programming  
Posting Date 05/30/2025, 12:00 AM  
Apply Before 06/19/2025, 11:55 PM  
Job Schedule Full time  
Locations 300 N Park Drive, Arlington, VA, 22203, US  
Salary \$73,195.20 - \$113,443.20

### Job Description

**IMPORTANT NOTICE:** Arlington County requires all applicants to thoroughly complete each section of the application, including prior job responsibilities, duties, and supplemental questions. While you may attach a resume, it will not replace a completed application. Incomplete applications will not be considered.

The [Department of Parks and Recreation](#) (DPR), Athletic and Facility Services Division (AFS) is seeking an **Arlington Aquatic Club (AAC) Manager** to manage AAC's annual swim program. AAC is Arlington County's competitive swim program of over 600 swimmers (ages 7 -18 years old) designed for a wide range of skill levels. DPR employs AAC coaches and provides top-notch aquatic training facilities at several locations throughout Arlington County. AAC strives to help all swimmers meet their highest potential through effective training and competition. AAC is consistently honored by USA Swimming as a Gold or Silver Medal Club and for its high swimmer retention rate.

DPR manages AAC in partnership with AAC Boosters, Inc., an independent non-profit managed by a volunteer board (AAC Board) of parent directors. All AAC participants are required to be members of AAC Boosters, Inc., and pay an annual fee to fund its operations. The AAC Board provides volunteers, officials, and hospitality for competitive meets, payment of splash fees, funds coach travel for meets outside the Washington (DMV) metro area, and provides for coaches certifications, trainings, specialized training tools, and merchandise for the coaches and competitive team.

### Responsibilities

Specific duties include:

- Serve as a liaison to the AAC Boosters, collaborate with the Head Coach and the AAC Board to create AAC's competitive meet schedule, attend monthly AAC Board meetings, and address Board concerns promptly and professionally;
- Organize and propose annual team practice schedules, competition schedules, and staff schedules for review by the DPR Aquatics Program Supervisor;

- Recruit, mentor, and supervise assistant coaches, ensuring consistency in coaching philosophy and training methods, complete annual reviews, timecard management, and schedule management of approximately 20 coaches at 3 locations;
- Facilitate regular team staff meetings to ensure consistent communication of team related information and department policy;
- Create a professional development plan for all coaching staff to ensure that coaching staff stay current on the latest coaching techniques and have learning opportunities to grow as aquatics professionals;
- Plan and coordinate team participation in local, regional, and national competitions, including serve as meet director for AAC hosted meets;
- Develop an AAC-specific family/swimmer Code of Conduct in consultation with the Head Coach and AAC Board that meets the requirements of the U.S. Center for SafeSport and USA Swimming;
- Plan and coordinate travel of coaches to meets in collaboration with AAC Boosters to ensure that coaches have transportation, lodging, and meals;
- Manage daily team operations and ensure compliance with division, department, and organization policies in addition to those imposed by USA Swimming, Potomac Valley Swimming and USA Swimming SafeSport requirements; and
- Assist in development of team budget and tracking team expenses and manage team registration and tryouts, meet entries, and communication through team management software (e.g., SportsEngine, RecTrac, etc).

The ideal candidate will have extensive experience in club swimming that demonstrates a history of cultivating a positive team culture emphasizing sportsmanship, teamwork, and respect.

#### Qualifications

##### **Selection Criteria**

##### **Minimum:**

- Bachelor's degree in recreation and leisure studies or a related field;
- Some experience coaching a USA Swimming year-round member club; and
- Must possess USA Swimming Coach Certification in Good Standing.

**Substitution:** Additional education may be substituted for experience. Additional experience may be substituted for education.

**Desirable:** Preference may be given to applicants with experience in one of the following

- Managing a USA Swimming year-round member club;
- Supervising full and part-time staff;
- Understanding of SafeSport and implementation of the program; and
- Using swimming/recreation management software such as SportEngine, RecTrac, or similar systems.

##### **Special Requirements**

Please attach a **Resume** to this application.

A pre-hire background check will be made on all candidates who are selected for employment, which may include the following: criminal record, driving record, education, professional licensure, and credit history. You may be required to sign a release authorizing the County to obtain your background information.

Applicant must possess, or obtain by time of appointment, a valid driver's license, or the applicant must have the ability to use alternative methods of transportation to perform duties at locations other than the primary worksite. Any offer of employment may be contingent upon a favorable review of the applicant's driving record.

**Additional Information**

**Work hours:** Flexible between 10:00am and 7:00pm. Schedule will vary seasonally depending on practice and meet schedules which will require weekend and evening hours. Local travel between work locations will be required.

The official job title is DPR Programmer I. The pay range listed above is effective July 1, 2025.