



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: **Aquatics Director**
FLSA Status: Exempt
Status: Full Time
Reports to: Executive Director

Department: Aquatics
Revision Date: 8/2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality, member-focused YMCA aquatic programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
3. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
4. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
5. Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
6. Conducts and schedules swim classes, water fitness classes, and swim team practices and meets.
7. Assists in the marketing and distribution of program information.
8. Develops and monitors program budget to meet fiscal objectives.
9. Assists in YMCA fundraising activities and special events.
10. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in a timely manner.
11. Assists with Program Committee meetings.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
13. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change/ models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent.
2. Minimum 1 - 2 years related experience preferred. Example, as Aquatics Coordinator or supervisor.
3. Minimum age 21 preferred.
4. Pre-employment Orientation, Redwoods Trainings, CPR/AED, First Aid, Rescuer, and Lifeguard certifications required pre-employment. Additional Redwood Aquatics trainings and New Staff Orientation required within first 30 days of employment. Listen First and Membership Training Modules required within first 60 days of employment.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Excellent interpersonal, communication, and problem solving skills.
7. Able to work independently and with minimal supervision.
8. Organized and detail oriented.
9. Experience with Word, Excel, and Google Docs.
10. Must be able to work flexible hours including evenings, weekend, and holidays.
11. Ability to respond to safety and emergency situations.

JOB EXPECTATIONS:

All Aquatics Directors are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.
- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.

- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____