



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: Aquatic Director

FLSA Status: Exempt

Reports to: Associate Executive / Center Director

Revision Date: 9/28/21

POSITION SUMMARY:

Develops, organizes and implements high quality, member-focused YMCA aquatic programs and facilities.

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 when certified.
6. Creates and schedules swim classes and water fitness classes.
7. Manage all Administrative aspects and oversight of the NLY Swim Team.
8. Assistance to the High School Swim Team.
9. Responsible for the marketing and distribution of program information.
10. Develops and monitors program budget to meet fiscal objectives.
11. Assists in YMCA fund raising activities and special events.
12. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
13. Attendance at Program Committee, Center & Association Board Meetings.
14. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

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. The Aquatic Director must have swimming experience.
2. The ability and background to work with children is necessary.
3. Certification Requirements within 60 Days of Hire Include: CPR, First Aid, Lifeguarding, Water Safety Instructor, Pool & Spa Operator, Child Abuse Prevention & Bloodborne Pathogens.
4. Previous supervisory experience.
5. Good organizational, verbal, written, communication & presentation skills.
6. Excellent personal computer skills and experience with standard business & finance software.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

1. Must have excellent communication skills
2. Must be able to lift 50 lbs.
3. Ability to visually inspect building condition, review promotional literature & materials, review financial reports, computer monitors, etc.
4. Must have ability to perceive audio & visual alerts for emergency purposes.
5. Must be able to sit or stand for long periods of time.
6. Must be able to access all areas of building including pool areas, closets, stairwells, locker rooms, wellness center, etc