



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AQUATICS DIRECTOR

Job Title: **Aquatics Director**

FLSA Status: Non-Exempt

Status: Full-Time

Reports to: Operations Director

Job Code: N/A

Salary Range: \$30,000-\$42,000

Department: Administration

Revision Date: August 2018

POSITION SUMMARY:

This position requires a background in aquatics, physical education or fitness related programming and an understanding of YMCA philosophy and values. This position develops, organizes and implements all facets of YMCA aquatics.

Additional administrative skills and abilities in the areas of personnel management and training, program planning, income production, expense control, public relations and member engagement, record-keeping, facility utilization and equipment maintenance are required.

ESSENTIAL FUNCTIONS:

1. Develop, implement, and oversee aquatic programs such as, but not limited to Lifeguarding; Parent & Child, Preschool, Youth, Private, and Adult Lessons; Family Swim Programs; all Rentals and Pool Parties; and Competitive and Precompetitive Swim Programs that reflect community needs and maintain the YMCA's high standards of quality, safety, and caring.
2. Establishes new aquatics programs and expands aquatics programs within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
3. Recruits, hires, trains, develops, schedules and directs aquatics personnel as programs dictate and budget guidelines allow. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current, complete and all staff have appropriate and updated certifications on file.
4. Ensure that pool meets state, local and YMCA health and safety regulations including a clean environment, appropriate air and water temperature, chemical balance, and timely pool water testing; Secure pool facilities when not in use.
5. Conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance; Advise supervisor of safety and repair needs and concerns immediately.
6. Provide leadership and support in the development and implementation of YMCA EAP and safety, including staff training in CPR, First Aid, and Emergency Oxygen and department staff training, including lifeguarding and swim instruction/water safety instruction.
7. Assists in the marketing and distribution of aquatic program information.
8. Develops and monitors program budget to meet fiscal objectives.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Assists with Program Committee meetings; Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program. Monitor program registrations, participant records and certifications.
11. Report incidents and hazardous conditions to property manager; provides support for pool maintenance, including planning and developing preventative pool maintenance plans.
12. Performs other duties as assigned or needed.

YMCA OF THE USA

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YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives.

Collaboration: 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: 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.

PREFERRED QUALIFICATIONS:

1. Bachelor’s degree from an accredited college or university or equivalent; One to two years related aquatics experience in instruction and management of Aquatics programs and pool maintenance.
2. At least 21 years of age, with Lifeguarding certification.
3. Within 30 days of hire, or current: Child Abuse Prevention; CPR, First Aid & AED; Bloodborne Pathogens
4. Within 90 days of hire, or current: American Red Cross or YMCA water safety instructor; CPR, First Aid & AED Instructor; Lifeguarding, CPO (Certified Pool Operator).
5. Experience supervising staff and developing pool schedules and class schedules, as well as good member relation and staff relation skills.

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 all aquatic program activities.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with pool cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Ability to clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.

SIGNATURE:

I have reviewed and understand this job description.

Employee Name

Employee Signature

Date