



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

MARSHALL AREA YMCA

Job Title: **Aquatics Director**

Status: Full-Time, Non-Exempt

Reports to: Sr. Program Director

Wage Range: \$21-\$23 Hourly

POSITION SUMMARY:

Make a difference every day at the Marshall Area YMCA! The Aquatics Director is a full-time, benefits eligible position that will develop, organize, & implement high quality, member-focused YMCA aquatic programs & services.

ESSENTIAL FUNCTIONS:

1. Directs, supervises, & is hands-on with program activities to meet the needs of the community & fulfill YMCA objectives. Establishes new program activities & expands programs within the community in accordance with strategic & operating plans. Develops & maintains collaborative relationships with community organizations.
2. Recruits, hires, trains, develops, schedules & directs personnel & volunteers as needed. Reviews & evaluates staff performance. Develops strategies to motivate staff & achieve goals. Ensures records of staff certifications are current & complete.
3. Monitors daily pool operations to adhere to all state, local & YMCA health & safety regulations. Conducts & ensures proper maintenance of pools. Maintains accurate records of pool chemical levels & facility maintenance.
4. Conducts certification courses in swim instruction, lifeguarding, CPR for the Professional Rescuer, & First Aid trainings.
5. Schedules pool facilities to incorporate swim lessons, water fitness classes, lap swim & special events.
6. Assists in the marketing & distribution of program information.
7. Develops & monitors program budget to meet fiscal objectives. Maintains inventory & recommends purchases as needed.
8. Assists in YMCA fund raising activities, special events, & committee or task-force projects as assigned.
9. Models relationship-building skills in all interactions. Responds to all member & community inquiries & complaints in timely manner.
10. Compiles program statistics. Monitors & evaluates the effectiveness of & participation in program.
11. Collaborates with CEO to ensure the safe & responsible operation of the Y including rotating responsibilities for overall facility supervision & program coverage & actively participates in philanthropy efforts, special events, meetings & training sessions.
12. 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. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
2. Excellent leadership skills with supervision of daily duties related to an indoor pool.
3. Degree in related field or commensurate field experience preferred.
4. CPR for the Professional Rescuer, First Aid, YSL or WSI, and Lifeguard certifications preferred.
5. YSL Instructor or WSI Trainer (attained within 6 months)
6. Lifeguard Trainer (attained within 12 months)
7. Certified Pool Operator (attained within 12-18 months)

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 accommodation 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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's Name

Employee's Signature

Date