



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Shelby YMCA JOB DESCRIPTION

Job Title: **Aquatics Director**

Status: Part-time, Non-exempt (20 hrs/week)

Reports to: CEO

Department: Aquatics/Leadership

Revision Date: 12-9-19

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 and monitors all pool-related operations.

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. Creates 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 fund raising 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 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.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent.

YMCA JOB DESCRIPTION FOR AQUATICS DIRECTOR

- One to two years related experience preferred; for example, as an aquatics coordinator or supervisor.
- Minimum age of 21
- Typical requirements within 30 days of hire include completion of: Lifeguard certification; CPO (Certified Pool Operator) license; YMCA swim instructor training; West Bend online training, including: Active Shooters, Bloodborne Pathogen, Allergies, Child Abuse Recognition and Prevention, Incident Report, Bullying & Peer Pressure, Harassment at the Y, Proper Lifting, and 10 Commandments of effective Lifeguarding
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

AGREEMENT:

This job description is not an expressed or implied contract. The Shelby YMCA reserves the right to change this job description as necessary.

Having read and understood my job description, I accept the position of Aquatics Director for the Shelby YMCA.

Employee's name

Employee's signature

Today's date: _____