



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Aquatics Director
Branch: Lincoln Family YMCA
Reports to: Associate Executive Director
GL: 01-07-04-2110 (75%) 01-08-04-2110 (25%)

Department: Aquatics
FLSA Status: Full-time
Job Grade:

POSITION SUMMARY:

The Aquatics Director, under the supervision of the Associate Executive Director, will provide leadership and supervision of the swim programs and operations of the aquatics department at the Lincoln County Family YMCA and Sally's YMCA, ensuring that high quality, safe, and well-organized programs are being offered and all aspects of the pool operations are conducted in a professional and safe manner. The Aquatics Director must be detail oriented and well organized with the ability to plan activities and schedules several months in advance. This person must be flexible and able to handle multiple tasks, including but not limited to, lifeguarding, and administrative work. The director is expected to be an innovative and imaginative team player who provides support for swimmers, instructors, and lifeguards.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are **welcoming**: we are open to all. We are a place where you can belong and become. We are **genuine**: we value you and embrace your individuality. We are **hopeful**: we believe in you and your potential to become a catalyst in the world. We are **nurturing**: we support you in your journey to develop your full potential. We are **determined**: above all else, we are on a relentless quest to make our community stronger beginning with you.

PRINCIPLE RESPONSIBILITIES

1. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
2. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations and conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance.
3. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success. Conducts lifeguarding, swim instruction, First Aid and CPR trainings. Ensures records of staff certifications are current and complete.
4. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
5. Manages the program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistic to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the pool facilities; and creating and scheduling the classes, practices and meets.



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ADDITIONAL RESPONSIBILITIES:

1. Ensure collaboration with marketing team for program promotion.
2. Participate in and provide leadership for the Annual Campaign in all assigned areas.
3. Represent the YMCA and maintain appropriate relationships with area organizations, community leaders and businesses.
4. Carry out special projects and other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to improving lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

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 or 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.

EDUCATION & SKILL REQUIREMENTS:

1. College degree in a related field or equivalent is strongly preferred.
2. At least five years of program experience is required.
3. The ability to relate to a diverse group of people from all social and economic segments of the community is essential.
4. Must be capable of working under pressure, have good communication skills (both verbal and written) when dealing with various members and employees, and must possess effective organizational skills.
5. Must have experience in staff supervision.
6. This director must have a broad overview of the YMCA as it operates as a local, national and international movement. Experience in departments other than aquatics is a plus.
7. Must hold and maintain trainer level, current certifications in Lifeguarding (YMCA Lifeguard 2011 preferred), Swim Instruction, First-aid and CPR-Pro, AED and Oxygen Administration. Additional YMCA aquatics certifications are a plus.
8. Must be able to operate standard recreational, office and computer equipment.
9. Must be capable of working under pressure as well as organizing and planning efficiently.
10. Must have the physical endurance to sit or stand for extended periods of time indoors or outdoors.
11. May be required to maintain continual physical endurance for 15-30 minutes of aerobic activity.
12. Must possess auditory and verbal capabilities in order to monitor environment and swimmers well-being.
13. This job description may not be all inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.