



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AQUATICS DIRECTOR

Job Title: **Aquatics Director**

FLSA Status: Exempt

Reports to: Executive Director

Revision Date: 07.16.2019

POSITION SUMMARY:

Develops, organizes and implements high quality member-focused YMCA Aquatics Programs utilizing 2 indoor pools and indoor water park.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program staff and Aquatics Manager 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. Develops strategies to motivate staff and achieve goals.
3. Assists Aquatics Manager with schedule coordination for private, semi-private and adaptive swim lessons.
4. Ensures records of staff certifications are current and complete and is responsible for providing on-going training to ensure up-to-date techniques are being applied.
5. Responsible for the overall safety of all individuals that enter the aquatics area.
6. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
7. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels.
8. Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
9. Creates and schedules swim and water fitness classes appropriately.
10. Assists in the marketing and distribution of program information.
11. Develops and monitors program budget to meet fiscal objectives.
12. Assists in YMCA fund raising activities and special events.
13. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
14. Works with Aquatics, Safety and Risk Management Operations Director to accomplish departmental goals.
15. Participates in Aquatics cabinet meetings, Safety and Risk Management committee meetings, full-time staff meetings and full-time staff trainings.
16. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in aquatics programs.

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.

GREATER JOLIET AREA YMCA

C.W. Avery, Galowich, Smith, Central City, Morris

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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. Bachelor's degree in related field or equivalent.
2. Experience in a supervisory role in an aquatics program preferred.
3. Two to Four years related experience preferred.
4. Ability to train, lead and develop lifeguard and instructor staff.
5. Certification requirements include: current lifeguard certification, Child Abuse Prevention, CPR, Blood Bourne Pathogens, First Aid and AED certifications required within 30 days of employment. Certified pool operator preferred.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions of the role.

Applicants Name (printed)

Date

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Signature: _____

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