

## **Aquatics Director Hockomock YMCA**

**Title: Aquatics Director**

Level: Exempt

Date: January 2016

**Position Summary:**

Responsible for planning, development, fiscal management, administration of complete YMCA swim program. The position includes supervision of indoor pool, outdoor pool, splash park and Silver Lake along with hiring, training, scheduling, and evaluating program. Overall responsibility to ensure safety standards are met and staff is educated relative to these standards.

**Reports To:** Sr. Director

**Essential Duties & Responsibilities:**

Include the following. Other duties may be assigned.

1. Ensure national quality standards are met or exceeded in all program areas.
2. Directly supervises the lifeguards and lifeguard trainer staff.
3. Oversee pool schedules
4. Plan and implement aquatic emergency drills.
5. Work cooperatively with Association Branch staff regarding teen and community programs.
6. Develop written goals and objectives annually that align with branch results in areas of program and membership.
7. Attend appropriate meeting and trainings.
8. Hire, train, supervise and evaluate all staff under your direct supervision in a consistent and timely manner.
9. Keep staff schedule complete and current.
10. Interviews and hire new staff.
11. Observe swim instructors and team staff to assure program quality on a regular schedule.
12. Communicate with instructors and team staff in a caring and professional manner.
13. Time sheet check and verification of hours worked by staff.
14. Maintain current working knowledge of programs.
15. Instruct lessons as needed.
16. Lifeguard as needed.
17. Communicate with member/parents of concerns, changes, credits or transfers in a professional manner.
18. Develop new programs to ensure that programs are reflecting the needs of the community.
19. Responsible for regular inspection of equipment and to follow up with maintenance should repairs be needed.
20. Monitor phone calls, e-mails and return messages in a timely manner.
21. Plan yearly budget and monitor monthly reports.
22. Provide supervisor with appropriate information to prepare annual report.
23. Keep up with all of the YMCA's safety policies and procedures.
24. Other responsibilities as determined by your supervisor
25. Follow and enforce all relevant Association and Branch policies.
26. Exemplify the YMCA character development principles at all times.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor's Degree (BA) from a four-year college or university strongly preferred. Prior Aquatics management experience is desired, preferably in a Y environment. Strong relationship building skills and supervisory skills are essential. This person must be well organized and have some experience with budget management. Prior lifeguard and/or swim instructor experience is a plus.

**Reasoning Ability:**

The individual must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Certifications / Training:**

Maintain current certification in the following:

- YMCA Lifeguard Certification
- YMCA Swim Instructor Certification
- YMCA Swim Trainer Certification
- First Aid and CPR Certificate
- PALS - Principles of Aquatics Leadership

**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 communicate. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close, distance, peripheral, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to wet and/or humid conditions. The employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The position has exposure to Blood-borne Pathogens and the incumbent should be educated and prepared on same. The noise level in the work environment is usually moderate.

I have read the above job description and have had the opportunity to ask questions to clarify and part of it which is unclear to me. I understand what is expected of me in this position.

---

**I have read the above job description and have had the opportunity to ask questions to clarify any part of it that is unclear to me. I understand what is expected of me in this position.**

---

**Employee Signature and Date (please print name as well if illegible)**

---

**Signature of Person Issuing *Post***