**ASSOCIATE DIRECTOR OF COMPETITIVE AQUATICS**

**YMCA:** Somerset Valley YMCA

**Location:** Bridgewater, NJ

**Job Description:**

The Associate Director Aquatics of Competitive will report to the Director of   
Competitive Aquatics and will assist the Director in supervising and overseeing the day-to-day operations of the Swim Team.

**Job Title:** Associate Director of Competitive Aquatics

**FLSA Status:** Exempt

**Reports to:** Director of Competitive Aquatics

**OVERVIEW:**

We are seeking an Associate Director to assist with running the highly successful Swim Team. The team consists of over 450 swimmers with a budget size of $650,000 which operates out of a 20,000 square foot aquatics facility in Bridgewater, NJ with a 10-lane lap pool and various regional satellite facilities.

The Somerset Valley YMCA strives to enable swimmers to grow as individuals, achieve their goals as swimmers and expand their overall potential in a nurturing, safe, yet demanding environment. In doing so, we develop enthusiastic, dedicated swimmers who are capable of responding to the demands of a highly competitive program. As six (6) time New Jersey State YMCA Champions, we strive to remain a top-level USA Swimming Silver medal program and to become a highly competitive swimming force at both the regional and national levels.

**JOB REPONSIBILITIES:**

* Co-manage the most advanced 11-12 practice group in program along with the Director of Competitive Aquatics including season planning, group communication, and writing workouts/covering practices and meets.
* Assist with all other age and practice groups (15-18’s, 13-14’s, 11-12’s, 10/U’s) with writing workouts/covering practices and meets.
* Assist in management of competitive Swim Team program including focusing on development of competitive skills as well as teamwork, persistence, positive attitude, and core values.
* Assist in recruiting, hiring, training, evaluating, developing, scheduling and directing coaching staff and volunteers as needed.
* Assist with accurately entering swim meet information and assist with communicating to parents in a timely, professional manner.
* Assist management team with monitoring daily pool operations to adhere to state to all state, local, and YMCA health and safety regulations.
* Assist in securing and scheduling pool facilities.
* Build effective, authentic relationships with community partners, parents and program participants.
* Assist in working with the Swim Team Parents Organization to promote and support the swim team
* Assist with creating, targeting, and distributing marketing of program information.
* Assist in developing/monitoring program budget to meet fiscal objectives.
* Maintain knowledge of industry trends and safety regulations.
* Assist in YMCA fund raising activities and special events as assigned.
* Follow all YMCA policies, rules, regulations and procedures including emergency safety procedures.

**QUALIFICATIONS:**

* Bachelor's degree or equivalent experience
* Coach in good standing with USA Swimming
* Minimum of 1-3 years of coaching experience with various age groups
* Excellent interpersonal, organizational, communication and motivational skills
* Proficiency in Microsoft Office and knowledge of social media platforms
* ASCA certification (Level 1 or higher preferred) a plus
* Competitive swimming experience a plus
* Experience with swim meet and team management software such as Team Manager, Meet Manager, or Team Unify a plus
* Current CPR for the Professional Rescuer, AED and First Aid certifications
* Current Oxygen Administration certification
* Current Lifeguard certification

**Additional Compensation Details:**

Salary commensurate with experience. We offer a comprehensive benefits package including medical, dental, life insurance, retirement and paid time off. Complimentary YMCA membership and staff program discounts.

**How to apply**Send resume including cover letter and 3 professional references to:

[hr@ymcasomersetvalley.org](mailto:hr@ymcasomersetvalley.org)   
Deadline for applications: 9/26/14