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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Senior Aquatics Director**
Leadership Level: Team Leader 2
Status: F/T
Reports to: Branch Executive Director

Hiring Range: \$45,000 - \$55,000
FLSA Status: Exempt
Department: Aquatics
Revision Date: 4/29/2019

POSITION SUMMARY:

Reports to the Branch Executive Director and provides organizational and professional leadership to aquatic programs, directly supervising full- and part-time staff to ensure safety and the delivery of high quality programs. Serves as a resource for all Piedmont Family YMCA staff in the area of aquatics.

ESSENTIAL FUNCTIONS:

- Establishes, directs and evaluates new program activities to expand the program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
- Responsible for processes, procedures, and implementation of all recruitment, hiring, training, development, scheduling, supervision, and evaluation of lifeguards and swim instructors.
- Responsible for engaging and equipping volunteers to support YMCA aquatic programs.
- Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
- Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
- Facilitates and/or conducts lifeguarding, swim instruction, First Aid and CPR trainings.
- Ensures the delivery of high quality YMCA swim lessons. Creates and schedules swim classes, water fitness classes, and swim team practices and meets, working with the appropriate wellness and swim team staff.
- Leads marketing of programs.
- Develops and monitors program budget to meet fiscal objectives.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Three to five years of experience in aquatics management.
- Current Lifeguard certification.
- Within 30 days of hire completion of: CPR/First-Aid/AED certification and YMCA required trainings.
- Completion of certification in pool operations and a YMCA swim lesson trainer certification within 90 days of start date.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Three plus years of experience in delivery of YMCA swim lessons preferred.

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.

- Physical ability, including the strength, agility, and mobility, to perform the essential functions of the position and to supervise program activities.
- Ability to spend extended periods of time in an indoor aquatic environment.
- Ability to sit for long periods of time, climb a ladder, lift and carry 50 pounds.
- The noise level for this position is moderate to loud.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____