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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Aquatics Director  
Leadership Level: Leader 7  
Status: F/T  
Reports to: Executive Branch Director

Hiring Range: \$45,000-\$50,000  
FLSA Status: Exempt  
Department: Aquatics  
Revision Date: 2/25/21

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### 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:**

- Bachelor's degree in related field or equivalent.
- Three to Five years of aquatics experience.
- Completion of Y Swim Instructor Trainer and Lifeguard Instructor certification within 90 days of start date.
- Lifeguard Instructor certification preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be at least 21 years old.
- Current Lifeguard Certification Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
- Completion of YMCA program-specific and trainer certifications.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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: \_\_\_\_\_