

**YMCA OF HARRISON COUNTY
JOB DESCRIPTION**

Job Title: **Aquatics Program Director** Job Code: Reports to: COO
FLSA Status: Exempt Job Grade: Revision Date: January 2024

Position Summary:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. This person will develop, organize, and implement high quality aquatic programs for all ages by providing vision and leadership by following the principles and mission of the YMCA.

Job Duties:

1. Directs and supervises program activities to meet YMCA objectives. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
2. Works evenings and weekends, when necessary.
3. Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
4. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
5. Coordinates and maintains monthly therapy and lap pool schedules, and Lifeguard schedules.
6. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
7. Maintains effective relationships with the members, participants, and other staff.
8. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area.
9. Will act as a substitute lifeguard when called upon and will maintain lifeguard certification.
10. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance. Will learn how to backwash and maintain filtration equipment and chemical testing.
11. Conducts lifeguarding, swim instruction, and trainings.
12. Implements a monthly in-service program with Lifeguards (swim instructors as needed).
13. Creates and schedules swim classes, water fitness classes, and swim team practices and meets.
14. Ensures any worn or unsafe equipment is repaired/replaced.
15. Develops and monitors program budget to meet fiscal objectives.
16. Responds to all member and community inquiries and complaints in a timely manner.
17. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
18. Communicates and coordinates with Capital Aquatics staff to maintain smooth operations of practices, meets, and program operations.
19. Communicates and coordinates with High School Athletic Directors/Coaches to maintain smooth operations of practices, meets, and program operations.
20. Maintains excellent professional and open communication to all staff and is accessible even when not in the facility.
21. Attends Leadership Staff Meetings.

Additional Expectations:

22. Maintain a neat and professional appearance at all times and safely supervise activities.
23. Be able to articulate the mission of the YMCA to all staff, members and participants.
24. Leads character development for all responsible programs.
25. Assists in the marketing and distribution of aquatics program information.
26. Develops and maintains collaborative relationships with community organizations such as schools and parent groups.
27. Assists in YMCA fundraising activities including securing gifts for the annual campaign and assists in special events.

- 28. May assist with Program Committee meetings.
- 29. Work as a team within the department as well as with other departments.
- 25. Assists in creating a member-focused culture and models relationship-building skills in all interactions.
- 26. Attends monthly staff meetings to communicate problems, policies, and procedures and successes.
- 27. Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures.

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED BY MANAGEMENT. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

Qualifications:

- 1. Minimum age 18.
- 2. Bachelor's degree in related field or equivalent.
- 3. One to two years of related experience preferred; for example, as an aquatics coordinator or supervisor.
- 4. Experience in program development, fiscal management, and staff development preferred as well as strong communication and interpersonal skills to successfully communicate and work with staff and volunteers.
- 5. Certification requirements:
 (within 30 days of hire): CPR; First Aid; AED; Bloodborne Pathogens.
 (within 6 months): completion of role specific and YMCA specific trainings
 (Team Leader Y-Competencies)
- 6. Excellent interpersonal, communication, and problem-solving skills.
- 7. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
- 8. Master Lifeguard Qualified preferred, but not required.
- 9. Chemical Pool Operator preferred, but not required. Will need to be completed within one year of hire.
- 10. Must be Certified Lifeguard Instructor/Trainer Certified per YMCA Certification Standards.

Work Environment and Physical Demands:

Visual, auditory, and verbal ability to communicate effectively. Must have a high level of alertness, concentration, and initiative. Sufficient strength, agility, and mobility to perform job responsibilities. Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.

***The YMCA promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees.*

Employee signature

Date

Supervisor signature

Date

