

## Ardmore Family YMCA

# Aquatics Director Job Description

**Position Title:** Aquatics Director

**Reports to:** YMCA CEO

**Job Summary:** The person selected for this position will be expected to provide leadership in overall development, implementation, promotion, and administration of the aquatic programs and pool facilities. They will ensure that all aquatic programs and services are delivered with high quality in accordance with association and aquatics standards. The Aquatics director will train and supervise all aquatics staff including lifeguards, swim instructors, swim team coaches and volunteers. Additionally, they will develop and implement the aquatics budget. They will also be responsible for tracking all safety certifications for their department.

### **Work Environment and Physical Demands:**

- Must be able to lift up to 50 pounds.
- Must have adequate auditory and visual abilities.
- Must be able to work in a humid environment.
- Must have flexible availability for irregular shifts.
- Must be comfortable standing, walking, climbing, balancing, stooping, kneeling, crouching, or crawling as needed.

### **Qualifications:**

- Ability to model professionalism and the YMCA's core values.
- At least 21 years of age.
- Ability to direct assigned operations and supervision of staff.
- Excellent interpersonal communication and computer skills.
- Ability to relate effectively to diverse groups of people from all socioeconomic backgrounds.
- Ability to establish and maintain collaborations with community organizations.
- Must have a current lifeguard, lifeguard instructor, and swim instructor & CPO certifications, or be willing to obtain them within 60 days of hiring date.
- Previous experience in a related position preferred.

### **Essential Functions:**

- You will be responsible for providing leadership in the delivery of quality within the YMCA aquatic department. Ensure that all staff are trained and that we provide programs that meet member needs and YMCA standards.
- You must be ready and able to implement all emergency procedures.
- You will be responsible for maintaining a CPO certification, as well as a backwash pool filtration system and monitor pool chemicals.
- You will be responsible for managing two different pools that includes any maintenance, chemicals (mentioned above), etc.
- You will be responsible for the development and management of the annual aquatics budget.
- You will be required to engage in the creation of new programs and general ideas for the aquatics department.
- You must maintain good relationships with all members to ensure member retention and satisfaction.
- You will be responsible for organizing all swimming lessons and all aspects of swim team management.
- You will be responsible for the instruction of all CPR and lifeguard courses held at the YMCA.
- You will be responsible for departmental staff reviews and evaluations.

- You will provide coverage for swimming lessons or lifeguard shifts as needed, ensuring proper pool coverage and offering support as required.

**Effect on End Results:**

- Excellent Customer Service and satisfaction provided.
- Accurate and efficient management of all aquatic functions at the YMCA.
- The community has an aware the programs and YMCA mission.
- The community recognizes you as the leader of the aquatics department.
- Achievement of operating objectives for aquatics and program enrollment.
- Outreach into community for successful offsite programs.
- The aquatics facilities are clean, inviting, and operated in a safe and efficient manner.
- Assigned employees receive effective support, guidance, coaching, and leadership.

**Public Relations:**

- Establish and maintain relationships with all YMCA patrons.
- Go above and beyond to form bonds and earn trust with members as they are integral to alerting staff to issues or suggesting improvements.
- Develop and maintain a positive relationship with all YMCA personnel.
- Be willing to participate in YMCA activities and events.