



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **RIVER VALLEY REGIONAL YMCA AQUATICS DIRECTOR JOB DESCRIPTION**

Job Title: **Aquatics Director**

Revision Date: **4/29/2019**

Reports to: **Branch Executive Director**

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### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program(s).

### **ESSENTIAL FUNCTIONS:**

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
2. Recruits, hires, trains, develops, schedules and directs staff and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
5. Develops and maintains collaborative relationships with community organizations.
6. Develops and monitors program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fund raising activities and special events.
9. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. May assist with Program Committee meetings.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
12. Performs other duties as assigned.

**The Y: We're for youth development, healthy living, and social responsibility.**

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### **YMCA COMPETENCIES (Team Leader):**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. One to two years of Aquatic Management Experience
2. Required trainings within 30 days of hire include: completion of: Mandated Reporter Training, Lifeguard Instructor, Certified Pool Operator
3. Completion of YMCA program-specific certifications.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### **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.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

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### **PROGRAM SPECIFIC DUTIES**

#### *\_\_\_ Aquatics*

- Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Maintains accurate records of pool chemical levels and facility maintenance.
- Maintains accurate records of staff certifications.
- Conducts and ensures proper maintenance of pools.
- Secures and schedules pool facilities.
- Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
- Creates and schedules swim classes, water fitness classes, and swim team practices and meets.

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### **DECLARATIONS:**

1. This job description is not all-inclusive and the Program Director will also perform other reasonably related duties assigned by immediate supervisor and other management personnel.
2. The Association reserves the right to review or change the job responsibilities of this position to meet the needs of the Association as those needs continue to change.
3. This job description does not constitute a written or implied contract of employment

**AQUATICS DIRECTOR JOB DESCRIPTION**

Employee Acknowledgement

1. I acknowledge I have read and understand the job description for **Aquatics Director**.
  
2. I understand that it is my responsibility to comply with this job description.
  
3. I understand that I should consult my supervisor regarding any questions I may have in reference to this job description.
  
4. I understand that this job description may be revised at any time without prior notice. All changes will be communicated to me and a new job description will be available for my review and signature.
  
5. A copy of this signed acknowledgement will be included in my personnel file.

I have read, understand, and accept the job description as written.

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Printed Name of Employee                      Signature of Employee                      Date