

KOSCIUSKO COMMUNITY YMCA

Job Title: Director of Aquatics and Safety

FLSA Status: Exempt

Reports to: Director of Operations

Position Summary:

Under the supervision of the Director of Operations, the Director of Aquatics and Safety leads the aquatic programs including oversight and delivery of lifeguarding, swim lessons, private lessons, aquatic exercise classes, lifeguard certification classes, CPR and First Aid classes, safety trainings, and aquatic training events. The Aquatics Director is responsible for managing and implementing all aquatics programming ensuring quality delivery of programs meeting the needs of the YMCA and the community. The Director of Aquatics will have direct supervision responsibilities of Lifeguards, Swim Instructors, Aquatic Instructors, and CPR/FA Instructors.

Essential Functions:

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. Recruits, hires, trains, develops, schedules, and supervises personnel and volunteers in all assigned areas. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
3. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations, ensuring that pools meet all health and safety standards including a clean environment, appropriate air and water temperature, chemical balance, and timely pool water testing and backwashing.
4. Develops and monitors program budget to meet fiscal objectives.
5. Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
6. Keeps accurate records of all safety trainings of staff throughout the organization.
7. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
8. Responsible for the safety of the building and scheduling safety drills and department trainings throughout the year.
9. Assists in YMCA special events.

YMCA Competencies (Team Leader):

Mission Advancement: Models and teaches the Y's 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. Bachelor's degree in related field.
2. Two or more years of supervisory experience in the YMCA is strongly preferred.
3. Certified in CPR/AED, FA, and YMCA/ARC Lifeguard Trainer and ARC Water Safety Instructor, Certified Pool Operator Certification. Also requires trainer-level certification in YMCA/ARC Swim Lessons.
4. YMCA Team Leader certificate within three years.

Physical Demands:

Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.

Signature, Director of Aquatics and Safety

Date

Revised September 2023