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PRINCETON FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Director**
Salary Range: \$36,500 - \$38,500 - \$40,500
FLSA Status: Permanent Full-Time, Exempt
Job Grade: N/A
Reports to: Senior Director, Programs & Operations
Revision Date: April 21, 2017

POSITION SUMMARY:

Under the direction of the Senior Director, Operations & Programs the Aquatics Director is responsible for the management and operation of the Princeton Family YMCA's aquatics programs; pool and lifeguard schedules, Red Cross certifications, YMCA swim lesson programming, competitive swim team, water aerobics, etc. S/he prepares and ensures attainment of program objectives as part of the annual Operations Plan. S/he assists in the development and oversight of the budget. S/he recruits, trains, and develops aquatics staff and coaching staff. S/he oversees program operations at the Princeton Family YMCA and any offsite programming related to aquatics. S/he ensures proper care and use of assets, that the pool is maintained, records are accurate, quality checks are conducted regularly, and all class schedules are comprehensive enough to serve the majority of the membership. S/he successfully promotes and markets programs, special initiatives and events. S/he follows and enforces safety standards and other policies and procedures. S/he participates as member of the Leadership Team. This is a "non-traditional" work week position and must also be available to work some weekends, early mornings, and evenings as needed. S/he performs other duties as assigned.

ESSENTIAL FUNCTIONS – PRINCIPAL ACTIVITIES

- Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands programs within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
- 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.
- 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.
- Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
- Creates and schedules swim classes, water fitness classes, and swim team practices and meets.
- Assists in the marketing and distribution of program information.
- Develops and monitors program budget to meet fiscal objectives.
- Assists in YMCA fund raising activities and special events.
- Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.

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. Bachelor's degree in related field or equivalent.
2. One to two years related experience in aquatics preferred; at least have been an aquatics supervisor and/or assistant director etc.
3. Must be at least 21 years of age.
4. Must have current Lifeguard, Aquatic Swim Instructor, CPR & First Aid Certifications. ARC LGI certifications a plus.
5. Ability to manage multiple program areas and tasks within the aquatics program.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. This is non-traditional work week position and must be available to work occasional weekends, some early mornings and evenings.

PHYSICAL DEMANDS

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

EFFECT ON END RESULT

The Aquatics Director will ensure that YMCA programs establish and maintain the highest of quality and achieve the organization's strategic goals and objectives, work to benefit participants and families, be financially successful, and function in accordance with the mission and philosophy of the Princeton Family YMCA.

AGREEMENT

I have read the job description and the principle activities it outlines for the Aquatics Director position at the Princeton Family YMCA.

Aquatics Director Date

Senior Director, Operations & Programs Date