

STEVENS POINT AREA YMCA JOB DESCRIPTION

Position Title: Competitive Swimming Director

Reports to: Associate Executive Director

Department: Swim Team

GENERAL FUNCTIONS

Under the direction of the Associate Executive Director, and in accordance with the policies of the Stevens Point Area YMCA, the Competitive Swimming Director will oversee all competitive swimming program operations, ensure the safety of program participants, and provide direct member service.

QUALIFICATIONS

Education and Training:

1. Degree in Recreation, Physical Education or a related field.
2. New Staff Orientation and Listen First Training within 90 days of employment.
3. Blood Borne Pathogens Training within 30 days of employment.
4. Current Lifeguard Training and Water Safety Instructor Certifications, including CPR for the Professional Rescuer and First Aid.
5. CPR for the Professional Rescuer and First Aid certifications within 90 days of employment.
6. Additional desired certifications: Aquatic Facility Operator or Certified Pool Operator, Lifeguard Training Instructor, Safety Training for Swim Coaches, YMCA Principles of Swimming and Diving, YMCA Lifeguard and Progressive Swim Instructor.

Technical Skills and Experience:

1. Proficiency in word processing, spreadsheets, and other basic computer functions.
2. Supervisory experience and skills.
3. Experience with recruitment and management of volunteers.
4. Requires a highly motivated person with enthusiastic leadership ability and strong background in competitive swimming.
5. Extensive coaching knowledge and experience.

Proficiencies and Professionalism:

1. Language Skills -- Ability to:
Read, analyze, and interpret general and technical business communications.
Write reports, business correspondence, marketing materials and procedure manual.
Effectively present information and respond to inquiries at an individual or group level.
Communicate effectively with staff, members, participants, parents and volunteers.
2. Mathematical Skills -- Ability to:
Accurately calculate cost/benefit analysis.
Determine and monitor program budgets.
3. Cognitive Skills -- Ability to:
Solve practical problems, while considering various impacting factors.
Interpret instructions in variety of written or oral formats.
4. Work Performance Skills -- Ability to:
Organize, prioritize and manage tasks with limited supervision.
Cooperatively balance department and organizational goals.
Be an effective team member.
Perform in leadership capacity.
Exercise professional judgment.
Make good, sound decisions and take decisive action when called to do so.
Consistently and positively interact with customers and coworkers.
Demonstrate willingness to learn, accept responsibility, take initiative and be flexible.
Maintain confidentiality.
Represent the YMCA in a professional manner both inside and outside the YMCA through a positive and well-motivated attitude and support of YMCA programs, mission and goals.
Exhibit the core values of Caring, Honesty, Respect and Responsibility.

PHYSICAL REQUIREMENTS

Position requires employee to observe, support, and evaluate groups of members and staff by sight, sound, and active interaction. Must be able to easily move through all areas of our facility, lift up to 50 pounds, and communicate effectively in verbal and written form. Must be able to routinely demonstrate proper competitive swimming techniques and perform functions to members and staff, including and not limited to squatting, bending, kneeling, and spotting program participants. Must be able to tolerate chlorine and temperatures up to 90 degrees and high humidity. Must be comfortable and able to work with children while swimming.

ESSENTIAL FUNCTIONS

1. Proactively communicate with facility users and program participants on a regular basis. Do this by actively seeking out member concerns, questions, and suggestions, and responding to member needs to the best of your ability.
2. Oversee all aspects and functions of the YMCA’s Competitive Swimming Programs and ensure the highest quality customer service possible.
3. Ensure the safety of the facility patrons and staff. Enforce all of the facility rules, policies, and regulations consistently and correctly and report any unsafe conditions to the Associate Executive Director.
4. Responsible for administrative, marketing, and clerical tasks for all competitive swimming programs.
5. Recruit, hire, train, and evaluate staff and volunteers.
6. Responsible for staff and volunteer supervision, scheduling, communication, and facilitating meetings and trainings.
7. Coach during times agreed upon mutually with the Associate Executive Director.
8. Assist with facility maintenance tasks to ensure the aquatic department meets and exceeds cleanliness standards.
9. Maintain records and reports including but not limited to: practice attendance rosters, files for participants, employees, and swim meets, and an up to date HyTek Team and Meet Manager data base.
10. Adhere to all YMCA policies, procedures, and regulations.
11. Perform all other duties as assigned by the Associate Executive Director or CEO.

EFFECT ON END RESULTS

1. Development of a strong, effective, energetic, and highly motivated staff team working to meet the needs and goals of competitive swimming participants while complying with the vision, mission, and purpose of the Stevens Point Area YMCA.
2. Competitive swimming programs that develop a local/regional reputation as a provider of the highest quality customer service, coaching, safety, and facility maintenance.
3. A clean, safe pool environment where pool rules, regulations, and policies are consistently and courteously enforced.
4. Increased positive feelings toward the YMCA and Aquatic Department and increased participation in its activities by both YMCA and community members.

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I understand and mutually accept that the Position Description is not a contractual agreement.

Employee Signature

Date

Employer Signature

Date