

STEVENS POINT AREA YMCA

JOB DESCRIPTION

POSITION TITLE: Aquatics Director
REPORTS TO: Associate Executive Director
DEPARTMENT: Aquatics

GENERAL FUNCTION

Under the guidance of the Associate Executive Director, this position is responsible for the organization, delivery, and quality of the Aquatics programs. This includes planning, developing, evaluating, modifying, expanding and supervising all programs and services offered by the Aquatics Department. This is accomplished in accordance with the YMCA Mission, and general operational policies and procedures of the Stevens Point Area YMCA. This position works independently under general direction and is expected to determine how to accomplish tasks.

QUALIFICATIONS

The listed qualifications are representative of the attributes necessary for successful performance in this position. Substitution of comparable training or abilities, as well as reasonable accommodations for persons with disabilities, will be taken into consideration.

Education and Training:

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

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 manuals.
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 Lessons 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/evaluate facility and groups of customers/staff by sight and sound. Must be able to easily move through all program areas and effectively communicate and actively interact with customers. Must be able to lift, carry and load equipment, furnishings, and program supplies up to 50 pounds. Must be comfortable and able to work with program participants while swimming. Must be able to perform physical functions necessary to program instruction, including but not limited to squatting, bending, kneeling, spotting program participants and demonstrating use of program equipment or program skills.

ESSENTIAL FUNCTIONS:

1. Plan, develop, schedule and manage all programming in the department.
2. Prepare and evaluate pool schedules.
3. Develop and periodically review an effective, efficient department structure. This includes operational procedures and guidelines/standards for program delivery.
4. Observe, monitor, and evaluate programs on an on-going basis both formally/informally and with input from participants/parents/children/staff. This includes monitoring program delivery, participation, quality, purpose, match to mission, and budget impact and effectively responding to concerns, suggestions, and complaints.
5. Using program/participant data and trend information, monitor, revise and develop programs.
6. Supervise department employees and volunteers.
7. Ensure all departmental staff receive appropriate position orientation, annual OSHA training, ongoing training, access to certifications and opportunities to attend employment meetings. Work closely with American Red Cross and the Redwoods Group to provide appropriate training opportunities.
8. Plan and conduct periodic staff meetings and training.
9. Develop, monitor and revise short and long-range training plans for departmental staff.
10. Develop, implement and monitor the department budgets, making income and/or expense and/or staffing modifications as required to meet goals and YMCA mission.
11. Oversee purchase of all program materials, supplies, and equipment.
12. Serve as lead staff in securing United Way and other funding sources for the department.
13. Using various media sources and creative marketing techniques, develop, write, and execute all marketing and informational materials related to the department. Materials are coordinated through Associate Executive Director.
14. Develop and appropriately revise and maintain departmental and program documentation.
15. Responsible for safe operation of the Aquatics programs, including compliance with state and local health codes.
16. Provide excellent service to all customers and staff.
17. Maintain timely and accurate communication with departmental staff and colleagues.
18. Serve as lead instructor in program areas as needed.
19. Assists the maintenance department with cleaning and maintenance responsibilities in areas used by the Aquatics department as needed.

20. Develop awareness and an atmosphere of support for the YMCA and its programs within the community, through active membership in related YMCA, community, educational and professional organizations.
21. Serve as a contributing management team member in the overall YMCA organization to develop and maintain operation of a quality, charitable, non-profit organization.
22. Participate in rotation of Manager on Duty shifts.
23. Serve in lead or supporting role for identified YMCA special events or functions.
24. Demonstrate and communicate YMCA Mission, purpose, goals, policies and standards to staff, volunteers, customers.
25. Attend and actively participate in specified organizational meetings and communicate relevant information to department staff.
26. Perform other duties as assigned by the Associate Executive Director or CEO.

EFFECT ON END RESULTS

1. Annual department goals are met.
2. Customer/family satisfaction is rated high as determined by statistical survey data.
3. Staff is well trained and knowledgeable in YMCA operation, programs and services.
4. Functional responsibilities are satisfactorily met.

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