

## **Bedell Family YMCA Job Description**

**Job Title:** Aquatics Director

**Pay Grade:** Exempt - 13

**Areas of Responsibility:** Aquatics Department

**Reports to:** Executive Director

**Job Summary:** To work as part of the YMCA Leadership Team in promoting youth development, healthy living, and social responsibility by providing leadership for the development, implementation, and supervision of the aquatic's facilities, life-guarding, swim lessons, swim team, water safety classes, and other aquatic programs.

### **Qualifications:**

#### **Essential Functions:**

##### **1) Overall**

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in our daily routine and incorporate these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and backgrounds.

##### **2) Program Management**

- a) Responsible for all aspects of supervision for Swim Instructors, Lifeguards, Swim Team and all Aquatic's Special Events.
- b) Responsible for maintaining certifications in Fundamentals of YMCA Swim Lessons, Preschool / Parent and Child and Youth and Adult Swim Lessons and for training part time staff.
- c) Fully integrated into all aspects of the Aquatics program – actively working in lifeguarding, swim lessons, water fitness classes, and coaching/participating with the swim team
- d) Responsible for the planning and implementation of a comprehensive aquatic program including progressive swim lessons for all ages.
- e) Monitor program registration and make decisions to cancel, combine, and add instructors.
- f) Evaluate aquatic programs and determine when to change or end existing programs or create new programs with the continual goal of better usage of the pool complex and meeting the needs of the community.
- g) Assist with special events as needed.
- h) Responsible for maintaining a safe aquatic environment and adjusting guard schedules according to need.
- i) Responsible for working with the Property Manager to ensure participants safety in all pools.
- j) Keep proper and up-to-date records as outlined in the Iowa State code for swimming pools and spas, for staff, and for participants.

- k) Teach or substitute for classes, swim lessons, lifeguard, and swim team as needed.
- l) Fully integrated into all aspects of the Aquatics program – actively working in lifeguarding, swim lessons, water fitness classes, and coaching/participating with the swim team
- m) Responsible for the planning and implementation of a comprehensive aquatic program including progressive swim lessons for all ages.
- n) Responsible for working with the Property Manager to ensure participants safety in all pools.
- o) Perform other duties as assigned by supervisor.

### **3) Supervision**

- a) Responsible for recruiting, training, scheduling and supervising all volunteers/staff for Swim Lessons, Swim Team, Special Events and Lifeguards.
- b) Conduct staff meetings and trainings as needed to keep staff informed and certified.
- c) Develop and implement training processes for staff to prepare them for work.
- d) Responsible for maintaining certifications in Fundamentals of YMCA Swim Lessons, Preschool / Parent and Child and Youth and Adult Swim Lessons and for training part time staff.
- e) Keep proper and up-to-date records as outlined in the Iowa State code for swimming pools and spas, for staff, and for participants.

### **4) Budget**

- a) Monitor income and expenses and stay within budget of all programs. All variances must be reported to CFO with explanations.
- b) Provide input into the development of sports department budget in partnership with Executive Director, CFO and CEO.
- c) Responsible to monitor staffing patterns and make recommendations or needed changes to Executive Director and CEO.

### **5) Financial Development**

- a) Act as a Staff Liaison in YMCA's Annual Strong Kids Campaign
- b) Contribute grant research and writing for various opportunities for Y programs

### **6) Volunteer Development**

- a) Develop a record system for program volunteers
- b) Recruit, supervise and train program volunteers for Aquatics and Swim Team programs.
- c) Give names of potential policy volunteers to the CEO
- d) Act as a staff liaison to various committees served by Bedell Family YMCA.

### **7) Program Promotion**

- a) Available to answer questions and promote YMCA membership.
- b) Provide input into and manage implementation of the program promotion plan in partnership with the Communications Director.

### **8) Facility Management**

- a) Facilities are safe, free of clutter, functional and ready for programming.
- b) Coordinate with property manager and supervisor on all concerns with equipment, facility space issues and cleanliness of program areas.

### **9) Qualifications**

- a) BA/BS in Education, Sports Management or a related field preferred.

b) Attain appropriate certifications to run all YMCA Aquatics programs.

**Working Conditions:**

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for long periods of time.

**Effect on End Result**

The effectiveness of a competent Aquatics Director will be a steady growth and retention of members, program participants, and individuals involved in the Bedell Family YMCA. The Aquatics Director will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Aquatics Director's performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

---

Employee

---

Date

---

Executive Director

---

Date