



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HELENA FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Director**

FLSA Status: Exempt

Status: F/T

Reports to: CEO

POSITION SUMMARY

The Helena Family YMCA operates a 25-yard, 4-lane public pool which is open 90 hours per week. The Y is the leading source for swimming lessons and public facility usage. The Aquatics Director is responsible for safety of the patrons, and ensuring that all instructors and lifeguards conduct themselves with professional and safe behavior at all times. The Director's actions as the leader of the Aquatics Team should be geared toward moving the Team and the YMCA in a positive direction; Director will ensure that YMCA swim lessons are considered the safest and highest quality program offered; Director will work with the CEO to establish budget and ensure financial resources and goals are met.

ESSENTIAL FUNCTIONS

- Define and plan aquatics programs to reflect YMCA aquatics goals, vision, and strategic plan.
- Uphold and exemplify the YMCA principles of caring, honesty, respect, and responsibility.
- Recruit, supervise, develop and evaluate all aquatics staff and volunteers
- Create and maintain communication channels with all staff, parents, members, rental groups, other organizations, and the community. Respond to correspondence in a timely and professional manner.
- Be proficient with current Helena Family YMCA and YMCA of the USA swim programs and teaching methods.
- Schedule and oversee all swim lessons (group, public and private).
- Fill in for instructors and/or guards as needed.
- Conduct and coordinate monthly swim instructor and lifeguard in-service trainings and pre-session meetings as needed. Focus should be on safety, current trends and risk prevention.
- Schedule lifeguards to ensure proper coverage at all times.
- Schedule and teach lifeguard certification classes.
- Ensure safety materials are in working order.
- Work with the Facility Director to keep the pool chemistry balanced and in compliance with all health department codes. Maintain Water Quality Tests data.
- Work with the Facility Director to perform routine maintenance, including backwashing, interrupts and other maintenance-related tasks.
- Keep the pool area clean and safe.
- Recognize and respond effectively to all emergencies, incidents, rule infractions, and minor injuries.



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- Inspect the pool on a daily basis for potential hazards; correct them or report them to the Facility Director.

YMCA COMPETENCIES

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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

- A Bachelor's degree in Recreation Management, Education, Youth Development, Business Management or related field. Other combinations of education and experience will be considered.
- 2 or more years supervisory experience leading and motivating others.
- Excellent organizational, verbal and written communication skills
- Proficient with Microsoft Office and Google Suite. Ability to learn YMCA registration software (Active Network)
- Ability to perform light maintenance
- Hardworking, energetic, can-do leadership style
- Entrepreneurial, creative problem solver
- Ability to work independently and as part of a team
- Experience developing, managing and monitoring budgets

REQUIRED CERTIFICATIONS

First Aid/AED/CPR within 30 days of hire

Child abuse prevention training within 30 days of hire

American Red Cross CPR for the Professional Rescuer within 6 months of hire

Certified Pool Operator within 6 months of hire



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Y-USA swim lesson Instructor (preferred) within 6 months of hire
Lifeguard trainer certification within 12 months of hire

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Must be able to be active for the duration of the shift.
- Ability and willingness to supervise and facilitate YMCA aquatics programs including lessons, swim team, and lifeguard training
- Must be able to bend and stoop frequently.
- Must be able to lift 50 pounds occasionally.
- Walking, climbing, stairs, uneven surfaces, kneeling, bending, lifting, stooping and sitting for extended periods of time.

SALARY

\$31,200.00 - \$34,000.00

OTHER COMPENSATION

Family membership, vacation, sick time, holiday pay, health insurance, retirement

HOW TO APPLY

Applications accepted until position is filled, send resume to teri.wright@helenaymca.org

SIGNATURE

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____