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## TRI-CITIES FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Program Director**

Status: Full time

Salary:

Reports to: CEO

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### POSITION SUMMARY:

Develops, organizes and implements high quality, member-focused YMCA aquatic programs.

### ESSENTIAL FUNCTIONS:

All program directors are expected to perform the following activities. Duties specific to the program area follow and other duties may be assigned as needed.

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
2. Promotes and incorporates the YMCA four core values and character development model into all program activities.
3. Organizes and schedules program registrations.
4. Compiles program statistics.
5. Monitors and evaluates the effectiveness of and participation in program.
6. Develops and maintains collaborative relationships with other community organizations.
7. Develops and monitors program budget to meet fiscal objectives.
8. Establishes new program activities and expands program within the community in accordance with the organization's strategic plan.
9. Assists in fundraising activities and special events.
10. 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.
11. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
12. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
13. Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
14. Creates and schedules swim classes, water fitness classes, and swim team practices and meets.
15. Assists in the marketing and distribution of program information.
16. 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 Y's 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. Related field preferred or equivalent combination of education and experience.
2. One to two years related to experience preferred; for example, as an aquatics coordinator or supervisor.
3. Requirements to be completed within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff, working with program volunteers, CPR, First Aid, AED, Bloodborne Pathogens.
4. Excellent personal computer skills and experience with standard business software.
5. Must have good interpersonal, public relations and communications skills, including the ability to make presentations and handle media inquiries.

### **PHYSICAL DEMANDS**

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