

ASSISTANT AQUATIC DIRECTOR – Lansdale Area YMCA

QUALIFICATIONS

- Requires Bachelor degree or related experience.
- Requires a minimum of 3 years' experience or proof of skills in Aquatics Facility management
- Requires current Lifeguard & Lifeguard instructor certification, CPR for Professional Rescuer & First Aid
- Trainer level certified in YMCA swim lessons
- Pursue Certified Pool Operator and YMCA or YSL Lifeguard Instructor certification within 6 months of hire date
- Possess the skills and experience in a wide range of health and safety, recreation and pool activities, and must be able to direct and/or supervise the aquatics instructors and lifeguards.
- PA state police, PA child abuse, and Federal Background clearances are required
- Effective Communication; written, oral and through presentations
- Must have strong collaborative work ethic
- Ability to interact with people of all ethnic backgrounds, ages, and lifestyles and maintain harmonious relationships with YMCA members, staff, volunteers, and general public.

RESPONSIBILITIES

- Reports to the Aquatics Director.
- Assist with the supervision and monitoring of the day-to-day operations of the pools, the staff, program scheduling, pool rentals, swim team, pool water management and safety.
- Assists with the hiring, training, supervision and evaluation of the aquatics staff under the guidance and approval of the Aquatics Director.
- Assists with staff meetings and in-service trainings on an as needed basis.
- Assist in scheduling, staffing, finances and budgeting
- Conducts Lifeguard and CPR trainings for certification purposes.
- Conducts YSL training for all swimming lesson instructors.
- Performs lifeguard and swim instructor functions as required.
- Aids the Aquatics Director in the assigned area in a fiscally sound manner; maintaining budget, preparing annual budget plans, monthly monitoring reports, session program reports and contingency plans as needed.
- Develop and implement quality programming to meet the needs of our members, the community that bests fits our capabilities of space.
- Insures that equipment and program areas including locker rooms are maintained properly for cleanliness and safety of participants and works with maintenance to maintain quality image.
- Assists with proper record keeping on staff, pool operations, etc. as required for Health Department regulations.
- Help develop information for brochures, publications, news releases and newsletters to promote departmental activities and programs effectively throughout the community.
- Will keep up to date on current Aquatic trends including Aquatic health and wellness. Maintaining knowledge of YMCA policies and procedures.
- Understands and applies the concept of Membership Retention and supports membership department customer service, information distribution and facility coverage.
- Understands and possess ability to explain the YMCA, its programs, Annual Support Campaign, values and services provided to the community.
- Assists with the Association Annual Gift fund raising campaign and is responsible for the coordination, leadership and the attainment of goals of assigned Division Team. Recruiting volunteers and staff for the Annual Gift Campaign.
- Will participate in Association and Branch wide activities and events as a team leader and/or member.

- Serves as staff resource to assigned committees and task forces.
- Practices active listening and interacting with members and co-workers in a caring, respectful and positive manner. Communicating clearly and effectively both verbally and in writing in a timely manner.
- Serve as Director on Duty
- Completes other tasks or duties assigned by the Branch Executive as requested.

EFFECT ON END RESULT

- High quality operational management of all pool functions including consistent staffing and open pool hours.
- Growth in membership and program participation in the Aquatics Area as measured by membership and program enrollment reports.
- Maintaining a high standard of quality in program delivery and membership service as measured by annual member surveys.
- Teamwork with other staff directors and peers as evaluated by the Aquatics Director.
- Participation in the attainment of net operating budget objectives.
- Participation in the attainment of fund raising objectives established for assigned Annual Gifts Team.

WORK ENVIRONMENT REQUIREMENTS

- Ability to perform the following physical activities adequately: swimming, standing, sitting, squatting, walking, climbing or balancing, stooping, bending, kneeling, crouching or crawling
- Ability to function under inside environmental conditions
- Ability to lift or carry up to twenty-five (25) pounds
- Ability to travel locally to visit branch sites, attend meetings and training
- Ability to perform the following sensory and communicative activities adequately: hearing and seeing; reading, writing, speaking English fluently.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- aquatic facility management: 3 years

Required licenses or certifications:

- Lifeguard & Lifeguard instructor certification
- Certified Pool Operator
- CPR for Professional Rescuer & First Aid