



NORTH PENN YMCA POSITION DESCRIPTION

POSITION TITLE: Aquatics Director

□ Full Time/Exempt

SUPERVISOR: Sr. Aquatics Director or Branch Executive

GENERAL FUNCTION: The Aquatics Director is responsible for all day-to-day operations of the pools, including but not limited to the staff, program scheduling, rentals, swim team, pool water management and safety, and those programs designated as priority community needs in accordance with the North Penn YMCA's long range program plan.

This position may involve early morning, evening and weekend responsibilities.

This job is performed to standard when all work is completed accurately and on time, with minimal supervision.

QUALIFICATIONS

- Requires Bachelor degree in Aquatics Facility Management or related field
- Requires a minimum of 3 years' experience or proof of skills in scheduling, staffing, finances and budgeting
- Requires current CPR and First Aid certifications
- 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
- Trainer level certified in YMCA swim lessons
- YMCA Water Fitness certification
- YMCA Aquatics Management certification (Sr. Aquatics Director)
- YMCA Pool Operator License/Certified Pool Operator/Aquatics Facility Operator(Sr. Aquatics Director)

RESPONSIBILITIES

- Update job knowledge by participating in educational opportunities; reading professional publications.
- Conduct staff meetings, in-service trainings and certifications; specifically, CPR/Lifeguarding/First Aid
- Perform all supervisory functions, including but not limited to staffing requirements, employment procedures and implementation, and evaluations under the direction of Branch Executive
- Assure that proper records are maintained on staff, pool operations and the like as required for Health Department/Governmental agency regulations and guidelines.
- Develop information for brochures, publications, news releases and newsletters to promote activities and programs effectively throughout the community
- Maintain quality service by following organization standards
- Maintain aquatic facilities and equipment in safe working order (including hallways and locker rooms)
- Serve as Director on Duty as required
- Ability to understand, process and respond appropriately to emergency situations
- Assist with Association Annual Gift fund raising including coordination, leadership, attainment of goals, recruiting volunteers and staff with full knowledge of YMCA programs, values and services provided to the community
- Contribute to team effort by accomplishing related results as needed (i.e. participation in branch-wide activities and events as a team leader)

- Coordinates, with the Marketing and Financial Development Director, a regular planned public relations and marketing plan for the Aquatics Department
- Manage 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.
- Understands and applies the concept of Membership Retention and supports membership department customer service, information distribution and facility coverage.
- Perform any other functions necessary for the smooth and efficient operation of the North Penn YMCA

EFFECT ON END RESULT

- Must show growth in membership and program participation
- Display team effort by supervisory staff
- Must show effectiveness by which the department budget is managed
- Professional growth is obtained and evident by participation in workshops and in obtaining the necessary certifications in programs and management areas
- Must maintain a high standard of quality in program delivery and membership service as measured by program surveys; minimal 3x annually
- Must attain net operating budget objectives
- Must attain 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.

Having read and understood my job description, I agree to fulfill my responsibilities as an employee of the North Penn YMCA, and will carry out my duties promptly in a courteous, polite and cooperative manner.

Effective Date of Employment: _____

Employee's Signature

Date

Branch Executive Signature

Date