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Central Connecticut Coast YMCA Vacancy Announcement Aquatics Director – Woodruff

The Central Connecticut Coast YMCA is one of the 100 largest YMCAs in the US. Under the direction of the Executive Director, the Aquatic Director will be responsible for developing and implementing aquatic related programs that will promote membership growth and retention and increase program enrollment and retention. He/she will oversee all aspects of operating a successful and safe facility and programs including supervision of all aquatic staff, effective financial management, maintenance of appropriate supplies and equipment, maintenance of the pool environment to meet or exceed health standards and maintaining of positive relationships with members and the community.

KNOW HOW

This position requires a bachelor's degree in physical education, recreation or a related field. Other requirements include: YMCA or American Red Cross certifications in life guarding, swim instruction, First Aid and CPR for the professional rescuer (including AED/O2 Administration). YMCA certifications for life guarding and swim instructor (YSL) must be achieved within 6 months of employment. Prefer YMCA Instructor Trainer and Pool Operator on Location certification. The latter must be achieved within 1 year of employment. Knowledge of YMCA aquatic programs and curriculum as well as Activate America is preferred. At least one year of experience in pool management and staff supervision is required.

PRINCIPAL ACTIVITIES

1. Exemplify the character values of caring, honesty, respect and responsibility in all relationships.
2. Develop, implement and supervise all aquatic programs with the intent to increase net income including but not limited to lessons for all age groups, recreational swim programs and group rentals. Prepare and enforce policies and procedures for same.
3. Prepare and monitor annual budgets for all programs and departments.
4. Evaluate programs in relation to YMCA and departmental targets. Communicate findings to Executive Director, volunteer committees, staff and participants and propose/implement approved course of action.
5. Recruit, train, and supervise all staff including coordinators, lifeguards and instructors. This includes conduction of regular staff meetings, ongoing coaching, implementation of individual staff development plans, completion of performance appraisals and recommendations for merit increases as applicable.
6. Ensure that all Department of Public Health and YUSA standards for aquatic environments and programs are met or exceeded. Maintain the cleanliness of the pool deck. Work closely with the Facility Director to maintain the filtration/chemical systems and assist with the maintenance and repair of all equipment and facilities.



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7. Anticipate and minimize potential problems with participants or the environment and respond effectively and in accordance with YMCA guidelines to problems that occur. Execute and enforce all safety regulations policies and procedures, including those for the prevention of child abuse.
8. Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
9. Instruct staff and participants in emergency procedures including fire, severe weather and lost child. Conduct regular emergency drills and debriefings.
10. Proactively communicate with Executive Director, staff and members. Respond in a timely manner to all member inquiries, comments and/or complaints.
11. Maintain positive relationships with members, community participants and inspectors.
12. Maintain appropriate inventory of equipment and supplies including all first aid and AED/O2 supplies for the branch. Order same for all programs.
13. Promote aquatic programs through appropriate media, brochure material, flyers, speaking engagements, etc.
14. Assist with the development and implementation of membership recruitment, retention, and orientation strategies.
15. Participate in Management Team meetings and activities and actively participate on Association teams as assigned.
16. Participate in meetings and activities of the Board of Managers as directed, including participation in fund raising campaigns.
17. Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
18. Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.
19. Participate as Manager on Duty per branch schedule.
20. All other duties within the Branch and the Association as assigned by the Executive Director.

EFFECT ON END RESULT

1. The extent to which the departmental and branch financial targets are met or exceeded.
2. The extent to which enrollment targets are met or exceeded.
3. The extent to which satisfaction scores for programs and membership are met or exceeded
4. The extent to which member/parent concerns and issues are promptly addressed.
5. The extent to which staff meet or exceed standards for performance.
6. The extent to which there is a positive image of the Woodruff Family YMCA.

Aquatic Director Job Description Supplement/Position Facts

Budget for which this position is responsible:

Department Revenue	\$320,200	Expenses	\$383,569
Branch Revenue	\$3,876,600	Expense	\$3,876,600



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Supervisory responsibilities of this position –

Number of staff persons
Exempt : 0
Program Leaders: Part-time 30-70
Full-time: 1
Volunteers: 5

Program Profile

Preschool Swim Lessons: 1200 participants annually
School Age Swim Lessons: 950 participants annually
Adult Lessons/Programs: 32 participants annually
Special Needs Programs: 55 participants annually
Rentals : 6 groups annually
Facility Memberships: 6,400 members as of 7/17

Facility Profile

Description of Pools: We have a 216,000 gallon Z-shaped pool; it has a shallow end, six 25 yard lap lanes that can be swapped in direction for five, 25 yard lap lanes, and a 12 foot diving well. The main pool has a high pressure sand filtration system with an automatic liquid chlorine feed. We also have a stand-alone splash pool with a zero-depth entry and a maximum of 12 inches in depth with a separate chlorine feed system. The entire aquatic center is enclosed in a glass structure which has a retractable roof and sliding glass doors that open to the outside.

Facility Square Footage/Description of Spaces:

Acreege on Grounds: Our property sits on 26 acres of grounds with a full day camp out back

Committee responsibilities

	Frequency of meetings	Number of meetings
Aquatic Quality Team	monthly	12

Community relationships to be maintained:

Boys & Girls Club, Connecticut Center for Child Development, the Kennedy Center

Salary: \$37,000 - \$42,000

APPLICATION PROCEDURES AND RECRUITMENT TIMELINE

Cover letter and resumes by email to Josh Royce; Jroyce@cccymca.org
Deadline: August 25, 2017
Projected Start Date: October 23, 2017