

CENTRAL CONNECTICUT COAST YMCA

Job Description

Job Title: Aquatic Director (Exempt)
Branch: Bridgeport Reports to: District Executive Director
Date: November 2015

General Function

Under the direction of the District Executive Director, the Aquatic Director oversees the management of all aspects of the swim lesson program and other classes as well as maintenance of the pool facility and supervision of lifeguards. This includes but is not limited to, maintaining positive relationships with members; conduction of current programs; implementation of new programs; supervision of staff inclusive of scheduling and evaluating effectiveness; and maintaining the pool environment per YMCA and Department of Health standards.

Know How - Knowledge/Skills/Abilities

1. The following certifications are required and must be maintained:
 - YMCA, Red Cross or Ellis lifeguard certification. YMCA certification is preferred but must be achieved within 12 months.
 - Professional CPR/AED/O2 and First Aid certifications
 - YMCA Swim Instructor certification or Red Cross WSI (YMCA preferred)
2. Incumbent must have experience and demonstrated success in teaching swim lessons to various ages.
3. He/she must have experience and aptitude for pool maintenance. Certified Pool Operator or YMCA POOL certification highly desired.
4. Certification and experience in teaching other aquatic classes (EX: water fitness) is highly desired.
5. Experience managing staff or other professional work experience necessary.
6. Demonstrated success in building positive relationships with program participants, parents and colleagues.
7. Strong oral and written communications skills required. Proficient in Microsoft Office products such as Outlook, Word and Excel is required.
8. Physical Requirements
Must be able to bend, kneel, lift, and carry items of up to 50 pounds. Must be able to be in the water for extended periods of time and pass aquatic proficiency tests. He/she must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment. Communicate verbally, including projecting the voice across a distance and hear and respond to noises and distress signals from all sides. Must be able to remain alert with no lapses of consciousness.

Leadership Competencies

Functional Expertise: Has the functional and technical knowledge and skills required to perform well.

Quality Results: Holds staff accountable for high-quality results.

Finance: Effectively creates and manages budget.

Innovation: Conducts pilots to support launching of new programs.

Relationships: Builds relationships to create small communities with diverse staff and members.

Principal Activities and Job Functions

1. Interpret, communicate, and promote YMCA mission, goals, and objectives to department employees, volunteer leaders, members and the community.
2. Build and maintain positive relationships with members and staff.

3. Oversee operations of the aquatic programs that may include teaching classes and lifeguarding; training, scheduling, supervising, and evaluating swim instructors and /or lifeguards; and hiring of staff.
4. Supervise and schedule all swim lessons and lifeguards; finds substitutes in the event of an emergency.
5. Instruct and/or lifeguard as per specified schedule and needs.
6. Serve as the primary contact for all private swim lessons. Teaches swim lessons.
7. Maintain the pool environment as required by the Central Connecticut Coast YMCA, local and county health departments, and the YMCA of the USA.
8. Be an active leader in membership retention goals and in the Strong Kids Campaign.
9. Provide sound fiscal management in assigned areas.
10. Oversee Aquatic Rentals.
11. Responsible for developing and staffing of special aquatic events.
12. Enforce all rules and regulations regarding aquatic safety.
13. Implement all policies and practices of the CCC YMCA and meet all deadlines including but limited to those for HR and payroll, risk management and financial management.
14. Communicate regularly and proactively with the District Executive Director to ensure efficient and effective operations.
15. Maintain high quality of standards.
16. Pursue training opportunities that enhance employee's service to the YMCA.
17. All other duties as assigned

Accountability

Accountable for the achievement of assigned program goals and objectives including the success of the aquatic swim lessons program, water fitness, and pool maintenance. The incumbent reports directly to the District Executive Director keeping him/her informed of plans, progress, and challenges.

Performance Expectations: Aquatic Staff

As we continue to progress in our quest for excellent customer/member service and relationship building, the focus on staff performance is critical. A significant part of all job performance will be related to the specific behavior that staff exhibit on a daily basis. These indices will be included in all performance feedback and merit raises.

All staff are relationship builders in their particular program or service area and they will:

1. Welcome and greet each member in a pleasant and friendly manner (i.e., greet, smile and make eye contact).
2. Be open and actively listen to questions, concerns and feelings of members and staff, dealing with them honestly, respectfully and
3. Handle multiple tasks in a calm and responsible way always affirming the member.
4. Build member relationships by showing interest, caring and responsiveness.
5. Continuously inquire regarding the quality of member visits, offering additional activities/programs that may be of interest to the member.