

**Central Connecticut Coast YMCA
Job Description**

Position: AQUATIC DIRECTOR
Reports to: Executive Director
Minimum Salary: \$40,000

Branch: Soundview Family
Date: October 2013

GENERAL FUNCTION

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. He/she will oversee all aspects of operating a successful and safe facility and programs including supervision of all aquatic staff and swim team coaches; effective budget development and management; maintenance of supplies and equipment; maintenance of the pool environments 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. At least three years of experience is required within which the incumbent has directly managed pool operations, supervised staff and been engaged in the budget process. This may be as an Assistant Director. 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 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 is preferred. Must have proficiency with pool filtration and chlorination systems. Proficiency with a variety of software and other computer applications is required. This includes Internet Explorer, Microsoft office programs and social networking for business development.

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, swim team, recreational swim programs and group rentals. Prepare and enforce policies and procedures for same.
3. Prepare annual budget and ongoing forecasts for all aquatic programs and departments. Monitor and respond to variances.
4. Evaluate programs in relation to YMCA and departmental targets. Develop and implement a program evaluation system for use as a measurement tool for all aquatic programs. Respond in a timely manner to program and membership survey results and/or informal and ongoing feedback. Communicate findings and plans to Executive Director, volunteer committees, staff and participants and propose/implement approved course of action.
5. Recruit, train, and supervise all staff including swim team coaches, 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.
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 appropriate inventory of equipment and supplies including all first aid and AED/O2 supplies for the branch. Order same for all programs.
12. Work closely with the Membership and Marketing Director to promote aquatic programs through appropriate media, brochure material, flyers, speaking engagements, etc.

13. Assist with the development and implementation of membership recruitment, retention, and orientation strategies.
14. Cooperate with Program Directors to coordinate facility rentals and in the integration of aquatic programs for child care, camp and other program areas.
15. Participate in Management Team meetings and activities and actively participate on Association teams as assigned.
16. Actively participate in the annual campaign and other fund and friend raising events as directed by the Executive Director.
17. Participate in meetings and activities of the Board of Managers *and/or committees* as directed, including participation in fund raising campaigns.
18. Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
19. Participate in activities, workshops, conferences, etc. that will enhance personal and professional growth.
20. Participate as Manager on Duty per branch schedule.
21. 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 *and retention targets* 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 Soundview Family YMCA.

Central Connecticut Coast YMCA
 Soundview Family Branch
 Aquatic Director Job Description Supplement/Position Facts

2014 Budget for which this position is responsible:

Department Revenue	\$449,990	Expenses	\$553,095
Branch Revenue	\$3,422,790	Expense	\$3,422,790

Supervisory responsibilities of this position - Number of staff persons

Exempt	0		
Program Leaders - Part-time	30-50	Full-time	0
Volunteers	3-4		

Program Profile

Preschool Swim Lessons	800	participants annually
School Age Swim Lessons	1000	participants annually
Adult Lessons/Programs	100	participants annually
Special Needs Programs	100	participants annually
Rentals	10	groups annually

Facility Profile

Description of Pools: We have two 25 yard indoor pools and one 25 yard outdoor pool (off site); Pool 1 is our warm water pool and has 4 lanes depth of 3’ to 5’ and a ramp to enter the pool. Pool 2 is our competition pool and has 6 lanes depth of 4 ½’ to 8’, our outdoor pool has 4 lanes with a deep end.

Facility Square Footage/Description of Spaces: Phase 1 consists of 35,000sf and includes:

1. Two pools
2. 3200 sf Wellness room
3. 2000 sf Multi Purpose/Aerobic Room
4. 2000sf Teen/Adult Adult Center with computer lab(will also be used for child watch during the day)

5. Men's, women's and family locker rooms
6. Offices with a conference room

Phase 2 (not under construction) will include:

1. Full Gymnasium
2. Child Care Classrooms with an indoor playscape
3. Additional parking

Acreage on Grounds: Our property sits on 24 acres of grounds with a full day camp on site

Committee responsibilities

	Frequency of meetings	Number of meetings
Aquatic Quality Team	monthly	12

Community relationships to be maintained:

Local Parks & Recreation Departments, local Senior Centers, and area newspapers