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AQUATICS DIRECTOR

Job Title: **Aquatics Director**
Job Code: 303
Reports to: Branch Director

FLSA Status: Exempt
Job Grade: Level 4
Revision Date: August 6, 2020

POSITION SUMMARY:

The YMCA of the Sandhills is seeking an energetic, self-motivated individual to take the lead as Aquatics Director of the Harnett County branch. This is an exciting opportunity for an experienced, aquatics professional to expand and improve the aquatics programming and develop a high quality, prosperous aquatics department that meets the needs of the community.

The Aquatics Director is responsible for effectively communicating the mission, vision, and values of the Sandhills YMCA in overseeing the overall operation the department. Duties include, but not limited to, developing, promoting, and delivering quality programs, hiring and supervising staff, budget development/management, and maintaining clean and efficient pool environments. This position will always take aquatic safety and risk management into highest regard. This position will also coordinate various training and certification courses such as Lifeguarding/O2, CPR/AED, and First Aid.

ESSENTIAL FUNCTIONS:

1. Create and manage innovative programs which comply with YMCA standards and safety procedures to ensure the highest quality programs
2. Keep accurate records of attendance, retention, member, and non-member participation
3. Integrate member-service and engagement strategies into all programs to ensure positive member recruitment and retention
4. Ensure progress reports are distributed consistently to program participants
5. Monitor and evaluate delivery and effectiveness of programs and staff for the highest possible level of quality
6. Respond to all member and community inquiries and concerns within 24 hours
7. Be visible to staff and members
8. Communicate program information, changes, and needs in a timely manner to supervisor and branch staff
9. Responsible for interviewing, hiring, training, and development of employees and volunteers
10. Planning, assigning, and directing work schedules and payroll monitoring
11. Responsible for performance appraisals and staff discipline
12. Develop strategies to provide support and motivation to staff for the achievement of goals and retention
13. Maintain staff retention through positive reinforcement and support
14. Conduct lifeguard, swim lesson instructor, and safety certification trainings
15. Ensure adequate lifeguard coverage of all pools during operating hours
16. Responsible for safety drills/audits, monthly documented staff meetings/development and trainings

17. Ensures staff certification records are current and fulfill all in-service standards
18. Assists in the marketing and distribution of program information
19. Develops and monitors program budgets to meet fiscal objectives
20. Keep an up to date inventory on all equipment, materials, and supplies
21. Monitor daily pool operations to adhere to all state and local health and safety regulations
22. Assists in YMCA fundraising activities and special events
23. Models relationship-building skills in all interactions
24. Responds to all member and community inquiries and complaints in timely manner
25. Assists with Program Committee meetings
26. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in business, human services or a related field, or education and experience equivalent.
2. Three years or more of similar experience, preferably in a YMCA or other nonprofit agency.
3. Knowledge and professional experience in planning and policy, compensation, benefits, training and staff development, employee relations, performance management, fiscal management and accounting.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Strong written and oral communication skills. Ability to work with integrity, discretion and a professional approach.
6. Proficiency in business and human resources related computer applications, which may include point of sale systems, Microsoft Office, computerized accounting systems and talent management software.

7. Professional human resources certification preferred (PHR or equivalent); CPRPRO; First Aid; AED within 90 days of hire; other YMCA trainings as directed.

COMPENSATION:

\$32,000-\$36,000 Paid medical, dental, vision after 90 days of hire. Paid vacation and sick leave. Retirement contribution after two years of service or upon meeting YERDI eligibility requirements. Paid YMCA continuing education/ professional development course opportunities.

LOCATION:

Salisbury YMCA and surrounding locations