



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Description
Assistant Aquatics Director
SAUGUS FAMILY YMCA

POSITION TITLE: Assistant Aquatics Director

REPORTS TO: Aquatics Director

JOB TYPE: Full-Time hourly (Seasonal)

Description

This position is primarily responsible, under the supervision of the Aquatic Director for assisting in the planning, organizing, directing, budgeting and evaluating those programs within his/her program area in accordance with the mission, purposes and policies of the association. Additional responsibilities include: orientating, training and supervising all staff, paid and volunteer, related to his/her area of responsibility. This position will act on behalf of the Aquatic Director in their absence, and, at all times, shall work within the guidelines of the aquatic policies.

ESSENTIAL RESPONSIBILITIES/PRINCIPLE ACTIVITIES:

1. Provide excellent member service by exceeding member expectations.
2. Engage in active listening with members in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals.
3. Responsible for scheduling and supervising (in consultation with Aquatic Director) of all lifeguard and instructor personnel.
4. Work to review staff, class, and pool scheduling.
5. Work closely with the Aquatic Director in the execution of the Instructional swim programs.
6. Be available to teach and/or guard as needed.
7. Be available to answer questions from members, program participants and staff.
8. In conjunction with Aquatics Director, oversee all required safety and quality training, drills, and documentation.
9. Share responsibility with supervisors for the care and maintenance of facility and related program equipment.
10. Participate in the Annual Campaign and educate staff and members on the cause of the Y.
11. Periodically act as the manager on duty for the building in the evenings or weekends.
12. Assist in ordering equipment purchases and Aquatic/First Aid supplies as necessary.
13. Maintain concise records essential for control, evaluation and reporting to committees, Board and Aquatics Director.
14. Aid in implementing special events that relate to the Aquatic Department and the YMCA as a whole.
15. Remain current in required and voluntary training in order to promote growth of mind and spirit and character values for all.
16. All other duties as assigned or needed.

Requirements

EDUCATION AND EXPERIENCE:

- At least 18 years of age, with Red Cross Lifeguard certification. If certified with another organization, the employee must cross over to Red Cross certification prior to May 25, 2019. (The YMCA will schedule for cross over course for you.)
- At least two years experience in instruction and management of a wide variety of Aquatics programs and pool maintenance.



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- Experience supervising staff and developing pool schedules and class schedules, as well as good member relation and staff relation skills.
- Must be aware of YMCA movement and trends in the aquatic field and must continue to enhance his/her knowledge in YMCA Aquatic Management and certifications.

YMCA COMPETENCIES:

Mission Advancement: Supports the Mission, Vision and Direction of the YMCA: Displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make/take suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

Collaboration/Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fundraising in achieving the YMCA mission. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Takes initiative to assist in developing others. Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people. Consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings, required trainings and other work related activities, demonstrates responsible actions, consistently performs duties in a safe manner, follows standards, policies and procedures, is reliable and consistently punctual, and uses Y resources appropriately and efficiently. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather) and extreme heat (non-weather). The noise level in the work environment is usually loud.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential



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functions. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to sit, stand; walk and talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch.

**To apply please send resume and cover letter to Drew Sidell at
dsidell@metronorthymca.org**