



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Torigian Family YMCA

Job Title: **Assistant Aquatics Director**

Reports to: Sr. Aquatics Director

Job Type: Full Time (Exempt)

Pay Grade: \$40,000 - \$45,000 or commensurate with experience

POSITION SUMMARY:

The Assistant Aquatics Director will help oversee the development and operation of the aquatics department. The primary duties involve but are not limited to planning, organizing, directing, and evaluating the program area in accordance to the YMCA's mission, purpose, practice, and policies of the YMCA of Metro North. Additional responsibilities include but are not limited to, training and supervising staff, onboarding and recruiting swim instructors, developing and improving the YMCA's swim lesson curriculum, and scheduling.

ESSENTIAL FUNCTIONS:

1. Demonstrates a mastery of the YMCA swim lesson program and is able to build strong, confident swimmers of all ages
2. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
3. Builds, develops, and evaluates the effectiveness of swim instructor procedure. Looks to involve youth development into swim lessons.
4. Assists in the administrative coordination of swim lesson correspondence to parents and families; duties include, but are not limited, to welcome letters, class cancellations and openings, rosters, and announcements.
5. Curate seasonal schedules for both lifeguards and swim instructors to maximize employee potential
6. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area. In the absence of the Sr. Aquatics Director, may act as the manager on duty or direct response for the building.
7. Maximizes direct delivery time through swim lessons, lifeguarding, and coaching (if needed) – direct delivery will include maximizing swimmer satisfaction, family engagement, and training of new staff members through updating the hiring process.
8. Participate and lead the recruiting and development of new swim lesson instructors, volunteers, and staff members.
9. Aid in the participation and implementation of special events
10. In conjunction with the Sr. Aquatics Director, oversee all required training and safety drills – includes proper documentation.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing 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. 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.

QUALIFICATIONS:

1. Associates or Bachelor's degree from accredited university.
2. Minimum age of 21 with current American Red Cross Lifeguard certification.
3. At least two years' experience of instruction management, and coordination of a wide array of aquatics programs and pool maintenance.
4. Current Red Cross Lifeguarding or equivalent or willingness to cross over certified within 90 days of employment.
5. Experience developing staff and developing pool policies to maximize staff and member satisfaction
6. Must be aware of the YMCA movement and aquatic trends with an innate desire to continually improve one's knowledge of best aquatic practices.
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Physical Demands:

1. Half of work hours will be direct delivery of program areas
2. Be able to lift up to 50 lbs.
3. Must remain vigilant as shifts may require total coverage of the pool.

Shift Requirements

Shifts may vary depending upon season. Weekend and evening work is to be expected, with availability for early mornings, evenings, weekends, and holidays.