



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: Aquatics Director
FLSA Status: Exempt / Full Time
Reports to: Senior Director, Aquatics/Safety
Posting Date: July 21, 2021

POSITION SUMMARY:

The Aquatics Director is responsible to give direct leadership to the Aquatics Department. Primary responsibilities include (but are not limited to) Swim School and Day Camp operations and programming. The Aquatics Director provides leadership to the Aquatics team to ensure that all services offered through the Rye Y meet the highest safety and member centric standards set by the Rye YMCA. Responsibilities include the overall management of the Swim School, general pool operations, and facilitating, planning, and coordinating Aquatics event and programs. In the absence of the Senior Director of Aquatics and Safety, the Aquatics Director will provide direct leadership to all aquatic's activities and staff.

CORE FUNCTIONS:

1. **Member Experience:** Through exceptional engagement and relationship building, create outstanding, personalized customer experiences that foster loyalty to the Y and commitment to its mission, cause and values as well as encouraging long lasting and deeper connections between members.
2. **Safe/Clean Environment:** Provide safe, clean and well-maintained equipment and facilities in order to assist with best supporting people we serve.
3. **Programs/Services:** Based on member feedback and Rye Y availability, provide exceptional service offerings during desired/available times, ensuring quality curriculums and member focused staff.
4. **Leadership Development:** Recruit, hire, train, manage, appreciate and lead qualified and committed staff members and volunteers who represent the communities we serve and are held accountable for welcoming and valuing members and incorporating relationship-building and member achievement into all programs.
5. **Marketing and Communication:** Keeps members and prospective members informed in a timely fashion and using a variety of clear, concise methods. All communications materials are grounded in the language of the Y's cause and mission reflect the diversity of people the Y engages, and maintains the Y's reputation by promoting the value and impact of being a Rye Y member.
6. **Social Responsibility:** Understands and models YMCA values. Focus on creating positive social and community change through the development of meaningful programs and services and helping to ensure that everyone has access.

ESSENTIAL ACTIVITIES:

1. Develops, implements and manages operating plans & schedules for the Rye Y Swim School, Day Camp swim program, and Swim Team to promote program and/or membership growth and retention for the YMCA. Executes strategies to ensure that members and/or program participants achieve goals, and connect with one another and with the YMCA.
2. Provides direct leadership to the Aquatics staff. Directs and supervises Swim School and Day Camp activities and Aquatics staff to meet the needs of the community and fulfill YMCA objectives. Implements YMCA Swim Lesson curriculum. Trains and monitors staff. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
3. Recruits, hires, onboard, develops, evaluates, recognizes and supervises staff and volunteers in assigned areas, in order to ensure safe, high-quality member focused services. Facilitates Aquatic New Staff Training with all incoming Aquatic staff members to ensure the highest level of customer service and safety in Aquatic programming. Holds monthly swim instructor training to ensure quality results from swim instructors. Models relationship-building skills (including Listen First) in all interactions.
4. Provides direct leadership, supervision and management of private lesson operations, including but not limited to screening and responding to all private lesson requests; connecting potential students with qualified instructors; monitoring the quality and effectiveness of instruction and the operation as a whole; and meeting budget targets.

5. Assists Senior Director of Aquatics & Safety with the management of overall aquatics operations, including payroll on a bi weekly basis, staff performance reviews, monitoring program income and expenses to ensure budget targets are met.
6. Serves as a water safety advocate within the Y and the community. Organizes demonstrations and creates opportunities to advocate Y-USA's Safety around Water.
7. Ensures quality results by monitoring and evaluating program effectiveness and adhering to program standards. Provides data and reports as required for assigned programs.
8. Monitors daily pool operations and ensures compliance with all state and local sanitary regulations. Helps to ensure a culture of safety and leading practices and procedures in accordance with regulations, national safety and training standards, insurance and Y-USA guidelines.
9. Provides leadership and support to the annual fundraising campaign.
10. Keeps updated professional knowledge of all programs through self -study, research, and/or conference/workshop participation.

KEY PERFORMANCE INDICATORS:

- Meet or exceed budget expectations.
- Quality results from various member surveys.
- Increased or consistent program participation/member retention
- Trained, qualified, certified and adequately recognized staff.

QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent experience. Minimum age requirement: Age 21.
2. Minimum of five years working experience in the Aquatics field.
3. Minimum of three years of experience in a related program management role.
4. Required certifications: CPR, First Aid, AED, Lifeguard, Aquatic Management, Certified Pool Operator, WSI or YMCA Swim Instructor (YMCA preferred)
5. Experience with competitive swim team preferred.
6. Certified YSL Instructor Facilitator within one year of hire.
7. Outstanding communication skills, both written and verbal.
8. Strong human resources development skills; more particularly, hiring, training, motivating, supervising and evaluating staff.
9. Strong administrative skills and well organized in office management.
10. Excellent financial skills including budget preparation.
11. Excellent interpersonal skills.
12. Strong time management and organizational skills.
13. Ability to exercise effective independent judgment and sound decision-making.
14. Ability to maintain confidentiality.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

SALARY RANGE:

Depends on years of experience, education and qualifications

WORK SCHEDULE:

Tuesday-Saturday 10:00-6:00pm