



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Joplin Family YMCA Aquatics Director

Department: Joplin Family YMCA

FLSA Status: Non Exempt

Grade/Level: Hourly

Work Schedule: Varies

Job Status: Full-Time

Reports To: Membership Program Executive

Amount of Travel Required: Minimal

Positions Supervised: Life Guards, Swim Instructors, CPR/First Aid Training Staff

General Function

Under the direction of the Membership Program Executive, the Aquatics Director is responsible for the overall quality of the Joplin Family YMCA's Aquatics Department through the oversight and management of all departmental functions, including but not limited to swim lessons, water-based fitness programs/classes, recreational swimming, and pool maintenance and upkeep.

Know How

Incumbent must possess experience in customer service, management/staff supervision, and a background in recreation and/or aquatics. Incumbent must have the following certifications: American Red Cross Lifeguard Instructor, CPR and First Aid for the Professional Rescuer Instructor, and Certified Pool Operator.

Principal Activities

- Organize, schedule and oversee all Aquatics programming.
- Hire, supervise and train Aquatics staff.
- Monitor performance and conduct evaluations of all the lifeguard and swim lesson staff at the South YMCA (year-round) and Carl Junction (summer) facilities, ensuring that they are aware of and complying with all current policies.
- Schedule lifeguards and ensure all lifeguard shifts are covered at the South YMCA and Carl Junction Pool.
- Process departmental payroll.
- Train and oversee lifeguards in the proper way of performing, recording, and reporting chemical checks, hourly count, and incident reporting at South and Carl Junction facilities.
- Alert lifeguards and recreational participants of inclement weather, unsafe areas, or illegal conduct.
- Inspect recreational equipment for safety hazards and damage or wear.
- Ensure all lifeguard certifications are current and kept up to date in employee files.
- Ensure pool area is cleaned on a daily basis at the South YMCA.
- Process and award financial aid for aquatics programming.
- Update Membership Program Executive of supply needs and order supplies as needed.

- Coordinate CPR, First-Aid, Lifeguarding, and other American Red Cross Aquatic related classes:
 - Build programs, continually check rosters, update Membership Program Executive of status;
 - Ensure programs are properly marketed and information is available for all involved, including YMCA frontline staff, program directors and team leaders;
 - Evaluate the programs to ensure that proper procedures are being followed by all;
 - Ensure training certifications are up to date and ensure that other instructors do the same;

- Perform duties of Deck Monitor for Swim Lessons:
 - Perform parent orientations on the first day of each session;
 - Cultivate positive parent and child relationships;
 - Ensure swim lesson procedures are followed;
 - Keep participants, parents, and instructors informed of any changes;
 - Ensure instructors are following swim lesson curriculum processes as assigned.

- Hold periodic staff meetings to facilitate departmental communication.
- Schedule and instruct aquatics department staff in-services.
- Be available to staff and members on a daily basis, addressing issues and concerns as they become known. Return member phone calls within one business day.
- Staff special events as needed.
- Maintain positive relationships with city government and Parks and Recreation staff, as well as American Red Cross.
- Understand and abide by the Joplin Family Y personnel policies.
- Perform other duties as assigned by the Membership Program Executive.

Effect on End Results

The Aquatics Director impacts the operational growth of the Association by establishing the Joplin Family YMCA as an expert in the field of aquatics and water safety within the local community. The Aquatics Director creates a culture of "safety first," where the pools managed by the YMCA and the aquatics services provided set the standard for excellence and professionalism, and are known as customer-centered, clean, fun places for families and individuals to learn, grow and thrive. The effect on the end result is increased participant-to-member conversion, increased membership recruitment and retention, a sound financial position for the Association, and a positive community image.

POSITION QUALIFICATIONS

Competency Statement(s)

Must be able to stand for long periods of time and move from place to place

Must be able to hear individuals in aquatics area clearly in loud situations

Must be able to clearly read printed materials and manuals

Must be able to climb and ascend stairs

Must be able to lift up to 50 pounds repetitively and carry up to 50 pounds across the room

Must be able to walk distances of more than 1/2 mile at one time

Must be able to swim 500 yards and retrieve 10 pound brick from bottom of pool

SKILLS & ABILITIES

Education: Bachelor's degree required.

Experience: Minimum 2 years experience in aquatics-related field, e.g., pool management

Computer Skills: Microsoft Office

Certificates & Licenses: Lifeguard Instructor Certification, CPR/AED and First Aid Instructor Certification, Certified Pool Operator

Other Requirements

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	O (Occasionally)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	F (Frequently)
Bend	F (Frequently)

Lift/Carry

10 lbs or less	F (Frequently)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	O (Occasionally)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	O (Occasionally)
41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs./day)

Other Physical Requirements

WORK ENVIRONMENT

REVIEW AND EVALUATION

A probationary period of 90 days from date of hire will apply. This allows both the employee and the Joplin Family Y to determine if the job and the employee are compatible. Evaluation will be conducted bi-annually thereafter.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.