



## Marion Family YMCA

### ***NOTICE OF POSITION VACANCY*** **Aquatics Director**

**Position Overview:** Under the direction of the Building & Grounds Director and in accordance with the goals and objectives of the Marion Family YMCA, the Aquatics Director is responsible for all programs, activities and daily operation of the Aquatics Department. The Aquatics Director oversees the aquatic staff including lifeguards and instructors; administers a comprehensive staff development program; maintains a safe aquatic environment; develops and implements programs; has fiscal accountability; and participates as a member of the leadership staff team. Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

The Marion Area YMCA W. Keith Davis Natatorium has an 8 lane competitive pool, warm water therapy pool and whirlpool spa. Current aquatic programs include a comprehensive instructional swimming lesson program, a growing competitive swim team with approximately 30 swimmers, variety of water exercise classes, lifeguard training and specialty programs.

#### **Position Requirements:**

Position requires a person with an education and experience in aquatics safety and program management. Incumbent must hold current YMCA or American Red Cross Lifeguard certification including current CPR for the Professional Rescuer and First Aid. Preferred additional certifications prior to hire include YMCA Swim Lesson Instructor, YMCA Lifeguard, Lifeguard Instructor, CPR for Professional Rescuer Instructor, First Aid Instructor, Oxygen Administration Instructor and Certified Pool Operator (or YMCA POOL). Additional needed skills include coaching competitive swimming, budget development and management, working with groups, an understanding of the YMCA mission and ability to communicate effectively with people of all ages and backgrounds.

Preference will be given to candidates who have a background in competitive swimming and are qualified to serve as head coach of the YMCA's swim team. However individuals with an aquatics background that doesn't include competitive swimming are encouraged to apply as the YMCA may consider hiring a separate part time coach supervised by the Aquatics Director.

#### **SALARY RANGE**

- \$26,000 - \$34,000

#### **POSITION STATUS & INFORMATION**

- Full Time Exempt
- Work schedule will include evenings and weekends (especially during swim team season) approximately 50 to 55 hours per week
- Head Coach of Competitive Swim Team is anticipated to be 20% of position's time

#### **BENEFITS**

- Participation in Association Health Insurance plan per Personnel Policy
- YMCA Retirement Fund – Association contributes 12% for qualified employees
- YMCA Family Membership
- Life and Disability Insurance
- Paid Time Off
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

**TIMELINE FOR HIRING**

- Vacancy is Currently Open
- Resumes Accepted Until April 21, 2010
- Preliminary Review of Applicants April 22 - 30, 2010
- Interviews and Final Screenings May 3 - 21, 2010
- Incumbent on the Job no Later than July 9, 2010

**Submit the following electronically to** Theresa Lubke, Executive Director at [tlubke@marionfamilyymca.org](mailto:tlubke@marionfamilyymca.org):

Cover Letter

Resume

2 references who can speak to your specific aquatic management skills

2 references who can speak to your leadership skills

2 reference who can speak to your skills coaching competitive swimming

2 general references

**Direct questions to:**

Theresa Lubke, Executive Director, Marion Family YMCA [tlubke@marionfamilyymca.org](mailto:tlubke@marionfamilyymca.org).

## Marion Family YMCA

### POSITION DESCRIPTION

**TITLE:** Aquatics Director  
**INCUMBENT:**  
**SUPERVISOR:** Building & Grounds Director  
**DATE:** April 1, 2010

**GENERAL FUNCTION:** Under the direction of the Building & Grounds Director and in accordance with the goals and objectives of the Marion Family YMCA, the Aquatics Director is responsible for all programs, activities and daily operation of the Aquatics Department. The Aquatics Director oversees the aquatic staff including lifeguards and instructors; serves as head coach of competitive swim team; administers a comprehensive staff development program; maintains a safe aquatic environment; develops and implements programs; has fiscal accountability; and participates as a member of the leadership staff team. Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

**SKILLS & QUALIFICATIONS:** Position requires a person with an education and / or experience in aquatic safety, aquatic program management and competitive swimming. Incumbent must hold current YMCA or American Red Cross Lifeguard certification including current CPR for the Professional Rescuer and First Aid. Preferred additional certifications prior to hire include YMCA Swim Lesson Instructor, Lifeguard Instructor, CPR for Professional Rescuer Instructor, First Aid Instructor, Oxygen Administration Instructor and Certified Pool Operator (or YMCA POOL). Additional needed skills include coaching competitive swimming, budget development and management, working with groups, an understanding of the YMCA mission and ability to communicate effectively with people of all ages and backgrounds.

**PHYSICAL REQUIREMENTS:** Incumbent must be able to meet all physical requirements to hold aquatic certifications including, but not limited to, Lifeguard, Lifeguard Instructor, and YMCA Swim Instructor. Other physical requirements include moving freely and quickly throughout the YMCA facility; standing for long periods of time; seeing small objects at a distance and up close; hearing; communicating effectively with people; and using a computer.

### ESSENTIAL FUNCTIONS:

1. Build personal and meaningful relationships with YMCA members, participants, volunteers, guests and donors.
2. Understand Health Seekers and work as part of staff team to develop programs and an environment that is supportive of their efforts to incorporate healthy behavior into their lives.
3. Hire, train, schedule and supervise all aquatic staff including lifeguards, swim lesson instructors and water fitness instructors.
4. Serve as head coach and administrator of the association's competitive swimming team including being on deck for at least 80% of all practices and attending all meets.
5. Ensure that the aquatic center meets all local, state and federal codes and YMCA guidelines for safety and operation.
6. Maintain accurate records on all employees, including certifications, and conduct scheduled performance reviews.
7. Hold regular staff meetings and in-service trainings to keep staff rescue-ready and updated on policy changes as well as other information related to the YMCA.
8. Organize, develop, implement and promote high quality programs that meet the needs of members and the community and meet established income goals.

9. Evaluate program effectiveness through observation and administration of program evaluations by participants or parents at least once per program season.
10. Is "hands on" in all areas including teaching aquatic classes, lifeguarding and other areas as needed.
11. Teach Lifeguarding (American Red Cross or YMCA) at least once per quarter.
12. Ensure the cleanliness of the aquatic center and that all safety equipment is in proper working condition.
13. Develop for approval, implement and monitor the aquatic department's budget.
14. Purchase supplies within budget and purchasing guidelines.
15. Collaborate with schools, agencies, health care organizations and others to coordinate usage and rental of association pools.
16. Schedule and coordinate all facility rentals.
17. Obtain and maintain all necessary certifications for effective and efficient execution of position's essential functions.
18. Maintain all association first aid kits, first aid stations and AEDs.
19. Provide communication with the Service Center on all necessary information regarding the aquatics department including timely and accurate pool schedules.
20. Assist the Building & Grounds Director in the mechanical operation of the swimming pools.
21. Represent the YMCA at a variety of community meetings and events as directed by the Executive Director.
22. Assist in YMCA financial development efforts such as United Way and Annual Strong Kids Campaign.
23. Work as a member of the staff team and interact with members, guests and other community members in a positive manner; and assist in developing and leading special events.
24. Attend all staff training and meetings as required.
25. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
26. Have complete knowledge of all association emergency procedures.
27. Shares in Building Supervising responsibilities with other exempt staff.
28. Maintain all necessary records as requested by Executive Director.
29. Assist supervisor, Executive Director and staff team as necessary / requested to ensure successful outcome of YMCA operations and mission.
30. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

**EFFECTS ON END RESULT:**

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A YMCA that has strong relationships with its members and donors as reflected in membership retention and donor participation.
2. A YMCA that is recognized for high standards of safety including well trained, motivated and attentive lifeguards and aquatic instructors.
3. A YMCA that is welcoming and supportive of Health Seekers.
4. A comprehensive aquatic program that involves people of all abilities, ages and backgrounds with a focus on caring, honesty, respect and responsibility.
5. A YMCA that is welcoming to the community and reflects our mission and values.
6. The Marion Family YMCA will be known in the community as an organization dedicated to building character.

**The Marion Family YMCA is an Equal Opportunity Employer.**

*The Marion Family YMCA instills the values of caring, honesty, respect and responsibility through programs and services that a build healthy, spirit, mind and body for all.*