



**FOR YOUTH DEVELOPMENT®  
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FOR SOCIAL RESPONSIBILITY**

## **AQUATICS DIRECTOR**

Job Title: **Aquatics Director**  
FLSA Status: Exempt  
Status: Full-Time  
Reports to: Executive Director

Department: Administration  
Revision Date: January 2025

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### **POSITION SUMMARY:**

The Aquatics Director is responsible for overseeing all aspects of aquatics staff, programming, and operations at the Y, a leading nonprofit committed to community strengthening through youth development, healthy living, and social responsibility. Creating a supportive and inclusive environment is integral to this role.

### **ESSENTIAL FUNCTIONS:**

1. Implement and manage existing high-quality aquatic programs that align with community needs and uphold YMCA standards of quality, safety, and care. Expand programs as per strategic plans.
2. Supervise aquatics staff, handling recruitment, hiring, training, scheduling, and performance evaluations. Motivate staff to achieve department and organizational goals. Ensures records of staff certifications are current and complete.
3. Assist in the development and management of the department budget.
4. Complete all required department safety and quality documentation and drills on required timelines. Be an active participant of the Safety Committee.
5. Conduct internal and external safety training for lifeguards, swim instructors, staff and community, ensuring certifications are up-to-date.
6. Maintain program statistics to assess effectiveness and participation levels.
7. Schedule pool facilities.
8. Assist in ensuring pools comply with health and safety standards, maintaining cleanliness, appropriate temperature, chemical balance, and conducting timely water testing and maintenance.
9. Demonstrate strong relationship-building skills in all interactions, promptly addressing member and community inquiries and complaints to enhance customer satisfaction.
10. Provide coverage for swimming lessons or lifeguard shifts as needed, ensuring proper pool coverage and offering support as required.
11. Assists in the marketing and distribution of program information.
12. Support YMCA fundraising activities and special events.



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**YMCA COMPETENCIES:**

1. Values: Accept and demonstrate the Y's values
2. Community: Desire to serve others and fulfill community needs
3. Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
4. Relationships: Build rapport and relate well with others
5. Developing Others: Take the initiative to assist in developing others
6. Decision-Making: Make sound judgments and transfer learning from one situation to another
7. Change Capacity: Demonstrate an openness to change, and seek opportunities in the change process.

**QUALIFICATIONS:**

1. Associate's degree in Health Science, Recreation, or related field.
2. Minimum age of 21.
3. Current National Lifeguarding Certification or completion within 60 days of hire.
4. Current WSI Certification or completion within 60 days of hire.
5. 2+ years of experience in Aquatics programming.
6. Proficiency in Microsoft Office Products and computer skills.
7. Completion of Certified Pool Operator training within 60 days of hire.
8. Completion of relevant YMCA aquatics training and trainer certifications.

**PREFERRED QUALIFICATIONS:**

1. Bachelor's degree in Health Science, Recreation, or related field from an accredited university preferred.
2. Minimum age of 21 with National Lifeguarding Certification and WSI Certification.
3. Certified Pool Operator Certification
4. 5+ years of experience in Aquatics programming.
5. Previous supervisory experience required.
6. 2+ years of experience in managing diverse Aquatics programs and pool maintenance.
7. Proficiency in Microsoft Office Products and computer skills.
8. Commitment to equal opportunity and affirmative action principles for a diverse work environment.
9. Certified lifeguard with CPR/AED for the Professional Rescuer and Basic First Aid. Higher certifications accepted.
10. Completion of relevant YMCA aquatics training and trainer certifications.

**PHYSICAL DEMANDS:**

1. Moderate noise level in the work environment.
2. Frequent exposure to a humid environment.
3. Flexible availability for irregular shifts, including evenings and weekends.
4. Regular use of a computer and communication devices.
5. Ability to lift and/or move up to 50 pounds.
6. Specific vision abilities including close and distance vision.
7. Sufficient strength, agility, and mobility to perform job functions and supervise activities.
8. Alertness to noises and distress signals in the aquatic environment.
9. Continuous awareness of surroundings to ensure participant safety.
10. Ability to speak and hear effectively.
11. Use of hands and arms, reaching required.
12. Standing, walking, climbing, balancing, stooping, kneeling, crouching, or crawling as needed.

**I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_