**JACKSON YMCA JOB DESCRIPTION**

Job Title: **Aquatics Director**  Job Grade: HG 15

FLSA Status: Non-exempt/Full time hourly Direct Reports: Yes

Reports to: Executive Program Director Revision Date: 3/2025

Leadership Level: Team Leader Primary Function/Department: Aquatics

**Position Summary:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening the community through youth development, healthy living, and social responsibility. The Aquatics Director at the Jackson YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintaining safe swimming conditions and swim programs in the pool, deck, and surrounding areas according to YMCA policies and procedures.

**Our Culture:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming**; we are open to all. We are a place where you can belong and become. **We are genuine;** we value you and embrace your individuality. **We are hopeful;** we believe in you and your potential to become a catalyst in the world. **We are nurturing;** we support you in your journey to develop your full potential. **We are determined;** above all else, we are on a relentless quest to strengthen our community, beginning with you.

**Essential Functions:**

* Deliver excellent customer service.
* Build relationships with members and program participants, staff, volunteers, and community partners.
* Communicate effectively in a clear, concise, and positive manner.
* Understand, support, and commit to the YMCA cause and our role in the community as a leader in youth development, healthy living, and social responsibility.
* Attend necessary pre-approved training while maintaining required certifications from YMCA, Red Cross, and state and local aquatic authorities.
* Develop and implement cause-driven programming that promotes youth development, healthy living, and social responsibility.
* Supervise and schedule staff for all aquatics programs: lifeguards, group and private swim lessons, swim team, community programs, and events.
* Hire, train, and certify staff and volunteers according to YMCA, Red Cross, state, or federal standards and requirements for aquatic programs and services.
* Ensure aquatic areas, equipment, and supplies are maintained safely and orderly.
* Deliver high-quality programs, establish new programs, and meet program targets.
* Evaluate program effectiveness and respond to member feedback and inquiries promptly, within 48 business hours.
* Maintain and update accurate records of staff certifications and training compliance.
* Monitor daily aquatic operations to adhere to state, local, and YMCA health and safety regulations.
* Provide ongoing in-service training and safety checks for staff.
* Develop marketing materials necessary for the successful execution of programs.
* Work an average of 15-20 hours per week in program areas (lifeguarding, swimming instructor, or swim team coach).
* Support organizational fundraising activities and community events.
* Manage assigned budget and oversee program collections
* Oversee first aid supply orders, and emergency equipment supplies and maintenance for all programs and facilities
* All other duties as assigned.

**Leadership Competencies**

* Program Management
* Inclusion
* Innovation
* Emotional Maturity
* Developing Self and Others

**Qualifications**

* Bachelor’s degree in a related field or equivalent education or experience.
* 1-3 years of aquatic experience.
* Certified Lifeguard Trainer, Swim Instructor Trainer, and Certified Pool Operator (or ability to obtain within the first 3 months of employment).
* Excellent verbal and written communication skills.
* Ability to interact positively with a diverse group of people.

**Work Environment & Physical Demands**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
* While performing the duties of this job, the employee is regularly required to use a computer and communicate using a computer, phone, or smart device.
* The employee is frequently required to sit, stand, climb stairs, bend, stoop, kneel, twist, reach, walk, talk, hear, and have visual acuity.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The employee may occasionally lift and/or move up to 50 pounds.
* The noise level in the work environment is usually moderate.

**Signature**

I have reviewed and understand this job description.

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Employee’s Name Employee’s Signature/Date