



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Aquatics Director
Salary: \$17.85 - \$22.00 per hour
FLSA: Non-exempt – Full-time 40 hours

Reports To: Operations Director
Work Location: Hamden/North Haven YMCA
Work Schedule: TBD

A Career with a Cause:

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. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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 make our community stronger beginning with you.

Salary and Benefits:

- Salary Range: \$17.85 - \$22.00 per hour Non-exempt
- YMCA Retirement Fund Contribution: 12%
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Aquatics Director at the Central Connecticut Coast YMCA is responsible for the success of all aspects of the aquatic programs and facility of assigned branch, and develops and implements aquatic related programs that will promote membership growth and retention, and increase program enrollment. Fosters a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for aquatic participants and staff. The Aquatics Director assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training. This results in cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing high-quality, member-focused aquatics programs.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Responsible for overall supervision and support of Aquatic staff and volunteers, and follows and implements policies and procedures.
- Oversees, evaluates, and grows all aquatic programs ensuring community needs are met and risk management is in place in accordance with YMCA guidelines; and through motivational support and guidance supports members, program participants, and staff in achieving their goals. Up to 25% of work schedule will be in direct service to the Health and Wellness Program.
- Follows association guidelines to develop, promote and market, and manage aquatic programs and offerings in a manner consistent with YMCA core values. Assists with the development and implementation of membership recruitment, retention, and orientation strategies.
- Communicates and cooperates with other Program Directors to coordinate facility and program needs.
- Oversees all Aquatic facility changes and communicates effectively.
- Implements and follows all aquatic procedures and guidelines including those pertaining to health and safety, forms, reports, and staff expectations, and ensures that Health Department bather codes are being followed.
- Communicates with members, director team, staff, participants, and parents in a timely and professional manner as it relates to department responsibilities and answering questions that will support a positive experience with the Y.
- Ambassador of all YMCA programs with a focus on Aquatics programs, schedules, and member engagement.

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- Oversees all aquatic program areas and equipment in an orderly and safe manner. Ensures pool maintenance and upkeep is maintained as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA. Works closely with the Facility Director to assist with the maintenance and repair of all aquatic equipment and facilities.
- Implements, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse, fostering a pleasant, professional, and safe aquatic environment.
- Develop and maintain system to monitor certification status of all department staff whose positions require certification.
- Maintain appropriate inventory of equipment and supplies including all first aid, AED and O² supplies for the branch.
- Participate in activities, trainings, workshops, conferences, etc., that will enhance personal and professional growth.
- Responsible for overall fiscal management, meets deadlines, and budget for the Aquatics Department.
- Active leader in membership retention and Annual Giving Campaign goals.
- Attends all mandatory meetings and trainings.
- Participates as Manager on Duty per branch schedule.

YMCA Leadership Competencies:

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Functional Expertise:** Executes superior technical skills for the role.

Experience, Education, and Qualifications:

- Bachelor's degree in related field or equivalent experience
- YMCA Team Leader certification preferred
- One to two years related experience preferred (e.g., as an aquatics coordinator or supervisor)
- Minimum age of 21
- Completion of YMCA aquatics training and trainer certifications required
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Budgeting experience preferred
- Knowledge of Aquatic programs, YMCA preferred
- Must have proficiency with pool filtration and chlorination systems
- Proven track record of building program participation and relationships with members, participants, staff, and volunteers
- Experience in a wide range of physical activities with the ability to instruct and perform duties of the swim instructor and/or Lifeguard
- Excellent interpersonal skills are critical and essential to the success of this position
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to start of position.
- Must hold and maintain American Red Cross, YMCA, or equivalent lifeguard and/or YMCA Swim Lessons Instructor certification – required for job placement.
- Must achieve YMCA Swim Lessons Instructor within 6 months of employment.
- Must hold and maintain CPR, AED, and First Aid certifications - required for job placement.
- Must complete Emergency Oxygen Administration Certification within the first 90 days of employment.
- Certified Pool Operator or YMCA POOL certification highly desired. Must obtain within 6 months of employment.
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Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Aquatics Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.

- Members, Participants, Parents/Caregiver, and Staff become more confident and comfortable in and around the water.
- Participants and staff set and achieve personal goals.
- Aquatic programs are conducted according to the YMCA of the USA standards.
- Aquatic staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

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 this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to be in the water for extended periods of time and pass aquatic proficiency tests. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

www.cccymca.org

www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by March 22, 2019 to Alexei Bachuretz, Operations Director at Abachuretz@cccymca.org