



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LE MARS YMCA JOB DESCRIPTION

Job Title: **Aquatics Director**

Status: Full Time, Exempt

Department: Aquatics

Reports to: CEO

Revision Date: May 19, 2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Aquatics Director at the Le Mars YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintaining safe swimming conditions in all Aquatic venues in accordance with YMCA and state policies and procedures.

OUR CULTURE:

Our mission and values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose every day. **We are welcoming:** we are open to all. We are a place where you belong. **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.

SUPERVISORY RESPONSIBILITIES

Directly or indirectly supervises all employees in the Aquatics Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS:

1. Create, implement, supervise and develop all aquatic program activities to fulfill YMCA objectives.
2. Recruit, hire, train, supervise and evaluate all Aquatic staff. Implements strategies to motivate staff and achieve Aquatic goals.
3. Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
4. Conducts monthly in-services and supports the integrity of the readiness of lifeguards.
5. Secures and schedules Aquatic facilities. Maintains accurate records of pool chemicals, procedures and
6. collaborates with facility maintenance and lifeguards.
7. Knows emergency procedures and implements them.
8. Develop, produce, and distribute program information and marketing materials necessary to grow and maintain program engagement and participation per budgeted goals.
9. Create and coordinates program registration, including logistics to support phone, walk-in and web registration.
10. Ensures a high level of service with the commitment to improving lives.
11. Maintains accurate records of staff certifications.
12. Conducts and ensures proper maintenance of pools and coordinates/schedules maintenance & repairs.

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13. Effectively creates/manages budgets. Maintains equipment and facilities. Makes necessary purchases.
14. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
15. Always demonstrate professional conduct and image. Models relationship-building skills (including Listen First) in all interactions. Exemplify the YMCA's mission and core values.
16. Assure your own self-development through reading, research, and conference or training attendance.
17. Promotes a positive, professional, and welcoming atmosphere by providing excellent service to members, guests, and participants either by phone or as they enter the Y or upon leaving the Y.
18. Perform additional duties as assigned.

YMCA COMPETENCIES (Leader):

- Communication & Influence
- Engaging Community
- Emotional Maturity
- Critical Thinking & Decision Making

REQUIREMENTS AND QUALIFICATIONS:

1. Bachelor's degree preferred in related field or equivalent.
2. Two to three years' related experience preferred; for example, pool manager, head lifeguard, leadership role within aquatics.
3. Communicate the Y-Voice, demonstrating determination, genuine concern, a welcoming attitude, hopefulness and a nurturing spirit.
4. Minimum age requirements of 21.
5. Must complete the following trainings:
 - a. Blood Borne Pathogens Training or equivalent training approved by the YMCA
 - b. Approved Mandatory Child Abuse Reporter Certification
 - c. Emergency procedure training
 - d. Lifeguard + First Aid/AED/CPR Certification
 - e. Certified Pool Operators License (achieved within 90 days of hire)
 - f. Lifeguard Instructor Certification (within 6 months)
 - g. Swim Lesson Instructor Certification (within 6 months)
6. Excellent interpersonal and problem-solving skills with self-motivation and organization.
7. Work with minimal supervision, taking initiative to assist in developing self and others.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community and develop positive relationships.
9. Previous customer service, or related experience. Good knowledge of computers.

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WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

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 the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to sit, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. The noise level in the work environment is usually moderate to loud.
- Work in a team environment and encourage open communication regarding concerns/issues with members or co-workers.

CHILD ABUSE PREVENTION

The Le Mars Y is committed to the safety of all our members, program participants, guests, and staff. This commitment to safety includes child abuse prevention. All staff, upon hire, are REQUIRED to complete assigned child abuse prevention training within the first 30 days of hire. In addition, staff will be required to complete annual refresher training assigned by the Praesidium Guardian. All staff are required to read and sign our mandatory reporter policy.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing consistently excellent service to all who walk through our doors or contact us on the phone.
- The Y will effectively connect and build relationships with its members and the community, increasing member enrollment, retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature

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