



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

MARION FAMILY YMCA IS CURRENTLY ACCEPTING RESUMES FOR: AQUATICS DIRECTOR

The Marion Family YMCA Aquatics Director is responsible for all programs, activities and daily operation of the Aquatics Department. The Aquatics Director leads 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; coaches the swim team or supervises team coach; and participates as a member of the leadership staff team.

We are looking for someone with the leadership skills to develop a premier aquatic environment including meeting high standards in safety, building an instructional swim program, and continuing excellence in competitive swimming.

We are willing to invest in the right person, with leadership and organizational skills of greater importance than current aquatic certifications.

The Marion Family 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 utilizing the new Y curriculum, a competitive swim team with approximately 20 swimmers, lifeguard training and specialty programs.

Position Requirements: Position requires a person who is at least 21 years of age, has a bachelor's degree and proven leadership skills including ability to motivate staff and volunteers.

Incumbent must hold current YMCA or American Red Cross Lifeguard certification including current CPR for the Professional Rescuer and First Aid; have held in the past and are able to recertify within 60 days of accepting position; or demonstrate physical ability to meet all prerequisites for YMCA Lifeguard Certification and become certified within 60 days of hire.

Preferred additional certifications prior to hire include YMCA Swim Lesson Instructor (new material), YMCA Lifeguard, Lifeguard Instructor, CPR for Professional Rescuer Instructor, First Aid Instructor, Oxygen Administration Instructor and Certified Pool Operator (or YMCA POOL). Additional preferred skills include coaching competitive swimming, budget development and management, highly organized, working with groups, an understanding of the YMCA mission and ability to communicate effectively with people of all ages and backgrounds.

Desirable attributes include a passion for swimming and developing young swimmers, commitment to swimmers of all backgrounds and abilities, and an understanding of sound risk management practices.

Physical Requirements: Incumbent must be able to move freely and quickly throughout the YMCA facility; move easily across a variety of indoor and outdoor surfaces; demonstrate ability to meet all prerequisites for YMCA Lifeguarding; perform all skills of a swim instructor; watch and listen to the activities of swimmers; specific vision abilities required include distance vision and depth perception; communicate effectively with people; use a computer with a keyboard; bend and lift; and lift up to 50 pounds.

Salary Range: \$36,000 - \$42,000

Position Status & Information

- Full Time Exempt approximately 45 to 55 hours per week
- Work schedule will include evenings and weekends and may include traveling to swim meets

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
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

Timeline

- Applications Accepted until position is filled
- Serious candidates should send required documents by August 3, 2018
- Review of first set of applicants August 6 – 24
- Target date for incumbent on the job: September 24, 2018

Submit the following electronically to Theresa Lubke, Executive Director

- Cover Letter
- Resume
- 2 references that can speak to your leadership skills
- 2 general references
- One paragraph describing a time you used your leadership skills to solve a problem

Direct questions and send above items to:

Theresa Lubke, Executive Director

Marion Family YMCA 740-725-9622

tlubke@marionfamilyymca.org

Continued

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Aquatics Director

DATE: July, 2018

Position Overview: Under the direction of the Executive Director and in accordance with the Strategic Plan of the Marion Family YMCA, the Aquatics Director is responsible for all programs, activities and daily operation of the Aquatics Department. The Aquatics Director leads the aquatic staff including lifeguards, coaches and instructors; administers a comprehensive staff development program; maintains a safe aquatic environment; develops and implements programs; has fiscal accountability; coaches the swim team or supervises team coach; 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.

Position Requirements: Position requires a person who is at least 21 years of age, has a bachelor's degree and proven leadership skills including ability to motivate staff and volunteers.

Incumbent must hold current YMCA or American Red Cross Lifeguard certification including current CPR for the Professional Rescuer and First Aid; have held in the past and are able to recertify within 60 days of accepting position; or demonstrate physical ability to meet all prerequisites for YMCA Lifeguard Certification and become certified within 60 days of hire.

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Desirable attributes include a passion for swimming and developing young swimmers, commitment to swimmers of all backgrounds and abilities, and an understanding of sound risk management practices.

Physical Requirements: Incumbent must be able to move freely and quickly throughout the YMCA facility; move easily across a variety of indoor and outdoor surfaces; demonstrate ability to meet all prerequisites for YMCA Lifeguarding; perform all skills of a swim instructor; watch and listen to the activities of swimmers; specific vision abilities required include distance vision and depth perception; communicate effectively with people; use a computer with a keyboard; bend and lift; and lift up to 50 pounds.

ESSENTIAL FUNCTIONS:

1. Build personal and meaningful relationships with members, participants, volunteers, guests and donors; help members connect with one another and with the Y.
2. Work daily to nurture the potential of all youth and teens; help people improve their well-being; and provide opportunities for people to give back and support one another.
3. Work as part of the staff leadership team responsible for carrying out the organizational, program and operational strategies of the association's strategic plan.
4. Hire, train, schedule, motivate and supervise all lifeguards, swim lesson instructors, coaches and other staff and volunteers as assigned; review and evaluate staff performance; develop strategies to motivate staff and volunteers and achieve goals.
5. Ensure a high quality, comprehensive swim instruction program that meets YUSA curriculum guidelines and community needs.
6. Ensure a competitive swimming program that encourages swimmers of all levels to experience achievement and a sense of belonging.
7. Ensure that the aquatic center meets all local, state and federal codes and YMCA guidelines for safety and operation.

8. 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.
9. Organize, develop, implement and promote high quality programs that meet the needs of members and the community and meet established income goals.
10. Evaluate program effectiveness through observation and administration of program evaluations by participants or parents at least once per program season.
11. In coordination with Director of Relationships, market assigned program areas ensuring target enrollment numbers are met.
12. Use and fully understand software and hardware for timing system, swim team management, and swim meets.
13. Is "hands on" in all areas including teaching aquatic classes, lifeguarding and other areas as needed.
14. Serves as association safety officer including maintain all association first aid kits, first aid stations and AEDs; and is ASHI training site manager.
15. Ensure the cleanliness of the aquatic center and that all safety equipment is in proper working condition.
16. Develop for approval, implement and monitor the aquatic department's budget.
17. Collaborate with schools, agencies, health care organizations and others to coordinate usage and rental of association pools.
18. Obtain and maintain all necessary certifications for effective and efficient execution of position's essential functions.
19. Incorporate volunteers into program areas giving people the opportunity to give back and support their neighbors.
20. Assist the Building & Grounds Director in the mechanical operation of the swimming pools.
21. Assist in YMCA financial development efforts including the Annual Building a Strong Community Campaign.
22. Attend all staff training and meetings as required.
23. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
24. Have complete knowledge of all association emergency procedures.
25. Shares in building supervising / "Director on Duty" responsibilities with other exempt staff.
26. Maintain all necessary records as requested by Executive Director.
27. Assist supervisor, Executive Director and staff team as necessary / requested to ensure successful outcome of YMCA operations and mission.
28. 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.

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EFFECTS ON END RESULT:

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

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. A Y swim team that nurtures the potential of youth creating achievement, belonging and superior skills among swimmers.
3. A Y that is recognized for high standards of safety and instruction including well trained, motivated and attentive lifeguards and swim lesson instructors.
4. A Y that is welcoming to the community and reflects our mission and values.
5. Program departments that meet or exceed budgeted net income on an annual basis.
6. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
7. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

Equal Opportunity Employer

The Y. For a Better Us.