

# Aquatics Director (Rochester Area Family YMCA)

The **Rochester Area Family YMCA** is seeking an experienced individual who will provide direction and leadership to the Aquatics department.

**Location: Rochester, MN**

## **General Functions:**

Under the direction of Operations Director, the Aquatics Director, in harmony with the Christian nature and Mission of the YMCA, as well as the established goals and objectives of the YMCA, shall be responsible for the sound operation of the pool and on-site and off-site aquatics programs. In general, the role of the Aquatics Director is to build relationships with and between staff members, volunteers, members, program participants and the communities the YMCA serves.

Specifically, the Aquatics Director will be responsible for the development and administration of the department; program development and promotion, implementation and evaluation, staff scheduling, training and supervision, monitoring safety practices and adherence to standards and financial operation in accordance with Association goals, objectives and policies.

## **Skills and Qualifications:**

The Aquatics Director in general requires excellent communication skills, excellent relationship building skills, the ability to model the YMCA Core Values and have the ability and desire to make a personal connection with the communities the YMCA serves.

1. Specifically, the Aquatics Director requires a background of physical education with an emphasis on aquatic and fitness related programming. A bachelor's degree in physical education, recreation/related area with an aquatic/fitness emphasis is preferred or its equivalent in related professional experience. Two-three years of experience in YMCA or similar agency is essential. This person needs to have a good overall picture of YMCA philosophy and values and obtain/maintain current certifications in First Aid, CPRPRO, AED and O2 certifications, and YMCA Lifeguard or ARC Lifeguard, trainer instructor preferred. YMCA of the USA Certified Pool Operator certification a plus.
2. Because the Aquatic Department is a major program thrust for the Association, well-defined administration skills are needed for adequate management of aquatic instruction and training. Additional administrative skills and abilities in the areas of personnel management, program planning, income production, expense control, training, public relations and interpretation, record-keeping and facility utilization, equipment maintenance and care are required.

The Aquatic Director is part of a staff team at the YMCA and must possess a leadership style that is team-oriented. Recognizing that this individual may bring skills in areas other than aquatics, it will be desirable to utilize those skills through sharing of responsibilities with other professional staff.

## **Essential Functions:**

1. Dress for success: create a friendly experience for our members, wear your nametag and uniform so that members can identify you...and lend a hand – offer to get towels or magazines, hold the door, etc. A member should never feel like they are wasting your time.
2. Smile and say hello: Provide a warm welcome for our members, make eye contact, smile and say hello to everyone you see...including children, teens and those of other cultures.
3. Meet and greet: Make a personal connection with our members. Introduce yourself to at least one new person everyday. Become someone they feel comfortable in talking too. Better yet, introduce members to each other!
4. See it, own it: If you see it...own it. Take responsibility for correcting the problems you see, be they as small as a discarded towel or as large as a member's complaint.
5. Give Thanks: ...and be grateful. Every member has chosen to spend part of their day with the Y...and don't forget to say thanks and give complements to volunteers and other staff.
6. Respond in a timely manner to all aquatic inquiries, emails and voice mails.
7. Designated as a First Responder in the event of an emergency.
8. Develops, administers and controls the designated departmental budgets, including meeting income targets and expense control, in consultation with the Operations Director.
9. Selects, trains and supervises paid and volunteer departmental staff; conducts lifeguarding, swim instruction, First Aid CPRPRO, AED and O2 trainings
10. Interprets Association goals, objectives and policies to the community and constituency.
11. Evaluates programs and recommends changes based on compatibility with the Association goals.
12. Is responsible for the development of new program thrusts.
13. Assists assigned Association committees in formulating policies and programs consistent with the Association goals.
14. Prepares all reports as assigned.
15. Shares responsibility for Association supervision, public relations, planning and promotions as agreed upon.
16. Evaluates performance of all departmental personnel, at least on an annual basis.

17. Supervises and is accountable for the care and upkeep of departmental programs, equipment and facilities. Is certified and capable of performing front line duties including but not limited to lifeguarding and swim instruction as outlined in the job descriptions for these roles.
18. Shares responsibility for providing income through membership fees and special subsidies.
19. Assists with any other projects, programs or activities as may be assigned from time to time.
20. Plays an active role in the Annual Campaign including but not limited to recruiting campaigners and achieving targeted goal.
21. Develops aquatic programs outside of the YMCA facility in consultation with the Operations Director.

**Effect on End Results:**

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, etc.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA Mission and Values while on the job.
4. Ability to live up to the "Staff Pledge" every day!
5. Evidence of good planning and organization in program areas, meeting constituency and community needs based on agreed upon goals and objectives.
6. Facilities being maintained in adequate condition; they are to be kept safe, supervised according to YMCA certification standards, clean and used appropriately and effectively.
7. Sound fiscal management as evidenced by adequate income production and expense control.
8. Increasing number of participants in departmental activities and enrollments.
9. Recognition of the Association in the community as a leader in the area of promoting healthy lifestyles in adults and children.
10. Evidence of professional growth and expanded opportunities, duties and responsibilities within the position.
11. Attainment of Annual Campaign goals.

**Position Information:**

Job Status: Full Time Exempt

Salary: \$32,000.00 - \$34,000.00

Benefits: Paid Vacation, Health Care, Retirement, Life Insurance

Reports to: Director of Operations

**Hire Timeline:**

May 1: Application Closed

May 4-8<sup>th</sup>: First round of interviews granted

Week of May 11<sup>th</sup>: Final interviews granted

May 18<sup>th</sup>: Job offered

June 1<sup>st</sup>: Expected first day of employment (this is negotiable)

This is an aggressive timeline that is subject to change. All candidates will be notified at each phase of where they stand in the process. For more information or if you have questions, please contact Director of Operations, Talbird Lovan at [talbirdl@rochfamy.org](mailto:talbirdl@rochfamy.org) or by phone at 507-287-2260 x 1013.

**How to Apply: Send Cover Letter and Resume**

Apply by Email [talbirdl@rochfamy.org](mailto:talbirdl@rochfamy.org)

Apply by Mail to: Operations Director, Rochester Area Family YMCA, 701 1<sup>st</sup> Ave. SW. Rochester, MN 55902

Apply Online: <http://www.rochfamy.org/about-us/careers.php>

[Download job application.](#)

**Resumes Accepted Until 4/30/2015**