



THE DENNY PRICE FAMILY YMCA JOB DESCRIPTION

POSITION TITLE: Aquatic/Program Director

DEPARTMENT: Aquatic

STATUS: Salary

REPORTS TO: CEO/Senior Program Director

PURPOSE OF POSITION

Manages aquatic functions, including supervisory, managerial and budgetary responsibilities and all duties as prescribe of the CEO. Organize, direct and supervise a variety of aquatic programs.

DUTIES AND RESPONSIBILITIES

Managerial Duties

1. Manage everyday operations by supervising staff in the aquatic facility.
2. Hiring and training of Aquatic Coordinator
3. Hiring and training of Lifeguards
4. Hiring and training of Swim Instructors
5. Have knowledge of aquatic responsibilities and be able to perform job duties in the aquatic department
6. Complete payroll for all aquatic staff
7. Maintain discipline in the aquatics facility and supervise all staff enforcing staff policies and rules.
Document and report all disciplinary problems

General Duties

1. Participate in continuing education of aquatics
2. Attend meetings as directed by the CEO
3. Serve as staff representative on Program Committee
4. Keep all personal certifications updated
5. Keep all aquatic staff certifications updated
6. Review and update all policies and procedures as needed
7. Yearly evaluation with aquatic staff
8. Responsible for filling gaps in lifeguarding and swim instructor schedule
9. Help maintain pool, equipment, and grounds to meet all necessary regulatory standards
10. Follow systems, practices, and training related to risk management and safety of participants and staff, and follow accident reporting procedures

ESSENTIAL FUNCTIONS OF THE JOB

1. Communicate with people at all levels in a positive way
2. Ability to work independently as well as part of a team
3. Ability to work efficiently and accurately on a computer using our software tools
4. Ability to support management and philosophies of the Denny Price Family YMCA
5. Must be extremely organized, accurate, reliable, and diligent in meeting deadlines

6. Must be able to handle multiple tasks simultaneously
7. Confidentiality is imperative, the incumbent must be mature and discrete

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 frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

SALARY RANGE

THIS JOB DESCRIPTION MAY NOT BE ALL INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED BY THEIR SUPERVISORS OR CEO. JOB DESCRIPTIONS AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY THEIR SUPERVISORS OR CEO.

Employee Signature

Date

Supervisor Signature

Date