



HUNTERDON COUNTY YMCA JOB DESCRIPTION

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

JOB TITLE : Competitive Aquatics Director **DEPARTMENT:** Comp Aquatics
REPORTS TO : Senior Program Director
JOB CATEGORY : Full-Time, Exempt **DATE:** 1/20/12

GENERAL FUNCTION:

The Competitive Aquatics Director is responsible for the organization and implementation of the Hunterdon County YMCA seasonal swim teams, competitive swim classes and related programs.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of a baccalaureate degree from an accredited 4-year college or university, preferably in a related field.
2. Minimum of four years work experience in the aquatic field; demonstrated competence in swim team administration and coaching with at least two years Head Coach or lead Asst. Coach experience.
3. Supervisory skills required to oversee the activities of program department staff under his/her supervision and the ability to enlist the collaboration of other staff when needed.
4. Demonstrated experience in recruiting, developing, and recognizing staff and volunteers.
5. YMCA Senior Director Certification, or obtain within 36 months of hire.
6. Working knowledge of Microsoft Office programs and experience in website management & maintenance.
7. Demonstrated commitment to the mission and purpose of the YMCA.
8. Must be able to delegate day-to-day operational responsibilities as required.
9. Excellent human relationship skills.
10. Excellent communication skills, both written and verbal.
11. Strong time management and organizational skills.
12. Ability to observe confidentiality.
13. A professional personal image and the ability to work harmoniously and establish positive relationships with staff, members and the business community are imperative.
14. Must possess at hire and maintain YMCA Swimming Coach certification, or acquire within 90 days of hire.
15. Must possess at hire and maintain Principles of YMCA Competitive Swimming and Diving certification, or acquire within 90 days of hire.
16. Must possess at hire and maintain YMCA Lifeguard certification, or acquire within 90 days of hire.

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

Must swim 500 yards using correct form of front crawl and breaststroke. Must dive 10 feet to retrieve a 10 lb. object from the bottom. Must be able to lift at least 300 lbs. from the water. Perform all rescues according to the guidelines of their certification. Perform regular guard drills.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Supervision
 - a. Recruits, hires, trains, evaluates, supervises and motivates qualified staff as needed and within the approved competitive aquatic budget.
 - b. Recruits, trains, schedules, supervises and motivates aquatic volunteers to provide assistance in swim team and/or other programs.
 - c. Manages, advises and works in collaboration with volunteer swim team parent committee.
 - d. Ensures staff and volunteer certifications are current and kept organized.
 - e. Enforces attendance at mandatory trainings & drills for all staff and volunteers.
 - f. Maintains positive interaction and communication with all swim levels of the team, along with coaching one of the age groups on the winter & summer teams; Supervises Summer Swim Team Head Coach.
2. Competitive Aquatics Program
 - a. Develops an annual calendar for winter and summer swim team that includes registration, tryouts (if applicable), practices, meets, and special events.
 - b. Maintains and builds positive relations with other competitive swim organizations and rented facilities.
 - c. Maintains above average participant satisfaction for competitive aquatic programs.
3. Aquatics Program
 - a. Maintains, re-organizes, and/or develops new aquatic programs including but not limited to teen aquatics program.
 - b. Works in collaboration with the Aquatics Director in planning and implementing programs & communications.
 - c. Maintains above average participant satisfaction in aquatic programs.
4. Administrative
 - a. With the assistance of the Senior Program Director develops and maintains the annual competitive aquatics budget.
 - b. Updates swim team bulletin board, handbook, newsletters, and all swim team information as needed.
 - c. Collaborates with the Aquatics Director to set weekly schedule for swim team practices, competitive classes, aquatics safety badge program and private lessons.
 - d. Prepares aquatic program information for the brochure.
5. Attends management meetings and participates on staff committees as requested or necessary.
6. Works cooperatively with other department heads and supervisors. Interacts positively with members and volunteers.
7. Assures that all staff under the incumbent's supervision understand and comply with all personnel and other policies established by the Board of Trustees and professional staff.
8. Supports the Gulick initiative according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
9. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.

10. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
11. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
12. Follows all Hunterdon County YMCA policies and procedures.
13. Carries-out all aspects of the current strategic plan applicable to his/her position.
14. Participates in Association-wide activities and events.
15. Represents the YMCA in appropriate professional organizations and committees.
16. Represents the YMCA positively within the community and maintains membership in a community organization.
17. Keeps Senior Program Director apprised of situations requiring his/her attention.
18. Acquires YMCA management modules as defined in employee handbook and set in personal professional development plan.
19. Attends trainings, seminars and meetings as required.
20. Performs other job-related duties as requested and necessary.

EFFECT ON END RESULTS:

The Competitive Aquatic Director fills a vital role for the Hunterdon County YMCA. The effectiveness of this person shall be measured by the degree to which the following goals are met:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Swim team participants, parents, and general member satisfaction remains high as evident through periodic evaluations.
3. Competitive swim classes maintain high satisfaction as evident through periodic evaluations.
4. The YMCA hires and retains qualified coaches, and swim instructors.
5. The members of the swim team volunteer parents committee understand their role as volunteers and assist in constructive implementation of the swim team program.
6. The Senior Program Director is kept apprised of situations requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.