

YMCA of Austin Position Description

Position: Program Director- Aquatics Level II
Branch: East Communities Branch
Reports to: Branch Executive Director
FLSA: Full-time, Exempt
Date: January 2010

GENERAL FUNCTION:

Under the direction of the Branch Executive Director, the Aquatics Director will manage all aspects of the aquatic department in accordance with the mission and purpose of the YMCA of Austin. This individual is responsible for the initiation and implementation of new programs, the training and supervision of staff, and the evaluation and modification of all initiatives. This person will further ensure that all YMCA standards are being met and/or exceeded as they relate to program and membership development. This position works independently under general direction and is expected to determine how to accomplish tasks.

REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education**—Bachelor's degree from four-year college or university in recreation management, physical education, or related field. Two or more years experience working in aquatics facilities and managing programs and staff.
- **Certifications/Experience**- Current CPR/First aid/AED instructor certification, current Lifeguard Instructor Certification, current Certified Pool Operator, experienced swim instructor, experience in urban setting, experience with pool contract management.
- **Language Skills**—Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills**—Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and accounting.
- **Reasoning Ability**—Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

KNOW HOW:

This position requires the following technical and practical skills for acceptable performance.

- Specialized/Technical Know-How- Sufficiency of involved practices and precedents as well as use of scientific theory and principles.
- Management Know-How- Operational and conceptual integration and coordination of activities similar in nature and objective.
- Human Relations Skills- It is critical for this position to have the combined skills of understanding, selecting, developing, coaching and motivating people.

PROBLEM SOLVING:

This position requires decision making and problem solving skills as outlined below.

- Thinking Challenge- Interpolative thinking skills, which utilize differing situations to search for solutions or new applications within an area of learned things.
- Thinking Environment- The thinking environment for this position will be one that has broadly defined policies, principles and specific objectives.

ACCOUNTABILITY

This position will be measured by the impact they have on end results. This is generally, but not solely, measured by the impact on budgets.

- Empowerment- This position will be empowered to act within practices and procedures covered by functional precedents and policies, or clarified through managerial direction.
- Magnitude- They will be accountable for a budget size in the range of \$0 to \$230K.
- Quantifiable Impact- The quantifiable impact of this position is contributory in nature, meaning they will be required to interpret, advise and facilitate information to be used by others in measuring their affect on the budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In order to positively impact the YMCA of Austin, this position must prioritize and balance a number of related job duties while supporting the targeted work of other staff, departments and Branch operations.

Principal Activities:

- Monitor daily pool operations to adhere to all state, local, and YMCA health and safety regulations.
- Maintain accurate records of pool chemical levels and facility maintenance.
- Maintain accurate records of staff certifications and trainings, performing frequent audits.
- Conduct and ensures proper maintenance and cleaning of pools.
- Secure, schedule and manage contract pools.
- Conduct training for lifeguards, swim instructors, First Aid, and CPR courses.
- Create and schedule all swim and water fitness classes.
- Develop and implement an ongoing equipment preventive maintenance program.
- Develop and implement an ongoing staff training program.
- Develop and implement new programs for growth of the department.
- Meet and exceed department budget.
- Personally participate and solicit others for necessary YMCA financial development programs such as Partners of Youth, capital projects etc.
- Perform lifeguard and swim instructor duties as required.
- Assume additional responsibilities as needed.

Effect on End Result:

- Enable achievement of the YMCA’s mission, goals, and objectives.
- Ensure the stability of the YMCA through fiscal accountability and bottom line production.
- Provide quantitative growth in aquatic programming.
- Ensure educated, presentable, friendly, efficient, and caring staff.
- Provide first-rate and high-quality programs and service.

ACKNOWLEDGMENT & RECEIPT

I understand and mutually accept the above description to represent the job I have agreed to perform. I understand that I may be asked to perform other duties as needed that are not included in this position description.

Employee Signature

Date

Employing Supervisor Signature

Date