PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Advanced Aquatics Director
JOB CODE: 9020F
LEVEL: 11
FLSA STATUS: Exempt
SUPERVISOR: Executive Director/Associate Exec.
LOCATION: 

DATE: 

POSITION PURPOSE
The Advanced Aquatic Director is expected to provide leadership in the overall development, implementation, promotion, and administration of the aquatics programs that are responsive to the needs of the community; ensure that aquatics programs and services are delivered with high quality in accordance with YMCA standards and statutory rules and regulations; under the supervision of the Executive Director/Associate Exec., supervise Assistant Aquatics Directors, Coaches and aquatic programs; hire, train, schedule and supervise of all aquatics staff; responsible for development and implementation of aquatic budget.

ESSENTIAL FUNCTIONS
- Provide leadership in the delivery of quality within the YMCA aquatic department. Ensure that all instructors are trained and provide programs that meet member needs and YMCA standards.
- Responsible for overall implementation of the Swim Team.
- Monitor all aquatic programs and staff for safety, quality and member service.
- Develop relationships with members and obtain regular feedback on programs.
- Provide program enhancements to ensure that member needs are being met in line with Association guidelines.
- Supervise staff, including Assistant Aquatics Director and Coaches, and ensure appropriate staffing of pool and programs.
- Responsible for staff scheduling, new staff orientations, staff development, staff recognition, and payroll.
- Responsible for staff in-service training, feedback, and staff audits to ensure program quality.
- Ensure safety and cleanliness in the pool area, locker rooms and adjoining locations. Complete weekly maintenance checklist. Complete pool logs on a regular basis.
- Ensure that pool staffing is within YMCA standards before leaving the area or performing maintenance items. Conduct lifeguard and safety audits daily.
- Perform pool maintenance duties in accordance with OSHA Hazardous Materials Precautions. Hose down pool deck, put away all equipment. Perform water quality testing. Perform regular surveys of pool and filter room.
- May be required to pursue POOL Operator or CPO certification and backwash pool filtration system and monitor pool chemicals.
- Develop and implement the Aquatic Budget.
- Serve as a member of the management team and Director on Duty for the facility.
- Actively campaign for the Annual Campaign and work to develop donors and volunteers.
- Provide leadership to the Aquatics Quality Team.
- Provide excellent service to members and participants. Communicate all pool rules and ensure that you are accessible and identifiable.
- Lead by example at all times. Interact with a high level of professionalism and accountability.
- Perform other related duties as required.

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS

Wet and/or humid, high levels of noise, exposure to weather during summer months, exposure to toxic or caustic chemicals

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; running quickly on land then safely entering the water; general swimming ability; surface diving and swimming underwater to a specific depth; recovering a casualty from deep water to the surface; towing a casualty to a point of exit from the water; lifting, carrying or/draging a victim to a point of safety; Ability to sprint on land; ability to lift and carry over 100lbs under water; ability to pull and drag large objects; ability to sit or stand for long periods of time; ability to tread water for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more; ability to judge distances and spatial relationships so as to see objects where and as they actually are

REQUIREMENTS

- Bachelor’s degree in related field and 3–5 years of experience with current YMCA or ARC Lifeguard, CPR for Professional Rescuer and First Aid and YMCA Swim Lesson Instructor or WSI certification with 2 years of related experience. Pursue CPO and Pesticide Application within 6 months.
- Ability to use chemistry test kit
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 1 year)
  - First Aid (valid 1 year)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

- **CARING** Showing a sincere concern for others.
- **HONESTY** Be truthful in what you say and do.
- **RESPECT** Follow the Golden Rule.
- **RESPONSIBILITY** Be accountable for your promises and actions.

OUR MISSION
To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ______________________

Signature: __________________________ Date:____________

Supervisor: _________________________