

Job Title: Associate Aquatics Director

Last Updated: 05/15/2024

Reports to: Aquatics Director

Supervises: Lifeguards, Pool Managers, Swim Lessons Coordinator, Head Swim Team Coach

General Description: The Associate Aquatics Director is responsible for maintaining and improving all daily pool operations of the pool that they lead. The Associate Aquatics Director also supervises Pool Managers B/C, the Swim Lessons Coordinator, and the Head Swim Team Coach to ensure quality facility operations and program implementation across the entire Aquatics Department.

Qualifications:

- High school graduate
- Leadership experience required
- Previous lifeguarding and swim lessons experience required
- Good interpersonal, organizational, and critical thinking skills
- Proficiency and willingness to utilize technology as needed

Certifications:

- Lifeguarding Instructor (LGI)
- Lifeguarding with First Aid/CPR/AED/AEO
- Certified Pool Operator (CPO)
- YMCA Swim Lessons Instructor (YSLI)
- YMCA Multi-Team Leader Certification

General Responsibilities:

- Understand and exhibit the mission statement and core values of the YMCA in all circumstances.
- Extend courtesies and respect to all members, guests, and employees of the YMCA.
- Promote inclusivity and diversity by creating a welcoming and supportive environment for all.
- Maintain a positive attitude about the YMCA both on and off premises.
- Communicate with staff appropriately during work hours.
- Complete YMCA orientation, training, and required certifications within 90 days of employment.
- Demonstrate flexibility and adaptability to meet the needs of the Aquatics Department.

Specific Duties:

- Supervise and advise Pool Managers, Swim Lessons Coordinator, and Head Swim Team Coach to ensure quality facility operations and program implementation, while reporting to AQD.
- Manage one facility directly, including the responsibilities listed below.
- Maintain proper pool system operations.
- Recruit, hire, train, and supervise a team of lifeguards, providing guidance, feedback, and professional development opportunities to enhance emergency response effectiveness.
- Publish and maintain lifeguard schedules, ensuring adequate coverage for all shifts.
- Enforce facility rules and safety protocols, conducting regular inspections of pool areas, equipment, and water quality to maintain compliance with health and safety standards.
- Manage pool schedules and rentals including scheduling, communicating to staff, and billing.
- Ensure proper advertising, signage, and staff communication for all facility events or updates.
- Maintain and keep all necessary records concerning pool chemicals, incident reports, staff, etc.
- Ensure up-to-date certification of lifeguards and assist with monthly lifeguard in-service trainings.
- Maintain inventory and order necessary chemicals, equipment, and supplies with approval.
- Assist and/or implement disciplinary/corrective action with staff.

Job Title: Head Swim Team Coach

Last Updated: 07/26/2024

Reports to: Associate Aquatics Director

Supervises: Swim Team Coaches

Collaborates with: Swim Lessons Coordinator, Pool Managers

General Description: The Head Swim Team Coach directs a year-round, certified, competitive swim team program for student and adult athletes, producing the highest attainable level of excellence in instruction. The Head Swim Coach is responsible for providing a fun and enjoyable environment while developing teamwork, promoting sportsmanship, and encouraging personal development.

Qualifications:

- Leadership experience preferred
- Previous swim team coaching experience required
- Good interpersonal, organizational, and teamwork skills
- Proficiency and willingness to utilize technology as needed

Certifications:

- YMCA Swim Lessons Instructor (YSLI)
- Lifeguarding with First Aid/CPR/AED/AEO
- YMCA and USA Swimming Coaching Certifications
- YMCA Team Leader Certification

General Responsibilities:

- Understand and exhibit the mission statement and core values of the YMCA in all circumstances.
- Extend courtesy and respect to all members, guests, and employees of the YMCA.
- Promote inclusivity and diversity by creating a welcoming and supportive environment for all.
- Maintain a positive attitude about the YMCA both on and off premises.
- Communicate with staff appropriately during work hours.
- Complete YMCA orientation, training, and required certifications within 90 days of employment.
- Demonstrate flexibility and adaptability to meet the needs of the Aquatics Department.

Specific Duties:

- Recruit, hire, and supervise qualified and certified assistant coaches.
- Serve as the primary on-deck coach for a minimum of four days each week.
- Organize and oversee all levels of team workouts, practice schedules, and coaching schedules.
- Plan, schedule, and staff swim events, including swim clinics, team gatherings, and swim meets.
- Attend and serve as the primary coach for all swim meets, including travel meets.
- Stay up to date on leading swim techniques and team policies, and educate all coaching staff.
- Maintain appropriate and successful communication with supervisors, parents, and swimmers.
- Serve as main point of contact between YMCA Northwest Region swimming representative, USA Swimming, Alaska Swimming and Central Area Swimming.
- Ensure all team members are registered with USA Swimming or US Master Swimming.
- Manage swimmer registration in Daxko, including collecting monthly dues timely and accurately.
- Maintain inventory and order necessary equipment and supplies with approval.
- Ensure proper advertising/information about the team, including team website and Team Unify.
- Under the direction of the Aquatics Director, oversee and manage the budget.
- Assist with other duties as needed.

Job Title: Pool Manager

Last Updated: 05/15/2024

Reports to: Associate Aquatics Director

Supervises: Lifeguards

Collaborates with: Swim Lessons Coordinator, Head Swim Team Coach

General Description: The Pool Manager oversees the day-to-day operations of the aquatic facility, ensuring a safe, clean, and enjoyable environment for patrons. They are responsible for managing staff, coordinating programs, and maintaining compliance with safety regulations and organizational policies.

Qualifications:

- High school graduate
- Leadership experience preferred
- Previous lifeguarding and swim lessons experience required
- Good interpersonal, organizational, and critical thinking skills
- Proficiency and willingness to utilize technology as needed

Certifications:

- Lifeguarding Instructor (LGI)
- Lifeguarding with First Aid/CPR/AED/AEO
- Certified Pool Operator (CPO)
- YMCA Swim Lessons Instructor (YSLI)
- YMCA Team Leader Certification

General Responsibilities:

- Understand and exhibit the mission statement and core values of the YMCA in all circumstances.
- Extend courtesy and respect to all members, guests, and employees of the YMCA.
- Promote inclusivity and diversity by creating a welcoming and supportive environment for all.
- Maintain a positive attitude about the YMCA both on and off premises.
- Communicate with staff appropriately during work hours.
- Complete YMCA orientation, training, and required certifications within 90 days of employment.
- Demonstrate flexibility and adaptability to meet the needs of the Aquatics Department.

Specific Duties:

- Maintain proper pool system operations.
- Recruit, hire, train, and supervise a team of lifeguards, providing guidance, feedback, and professional development opportunities to enhance emergency response effectiveness.
- Publish and maintain lifeguard schedules, ensuring adequate coverage for all shifts.
- Enforce facility rules and safety protocols, conducting regular inspections of pool areas, equipment, and water quality to maintain compliance with health and safety standards.
- Manage pool schedules and rentals including scheduling, communicating to staff, and billing.
- Ensure proper advertising, signage, and staff communication for all facility events or updates.
- Maintain and keep all necessary records concerning pool chemicals, incident reports, staff, etc.
- Ensure up-to-date certification of lifeguards and assist with monthly lifeguard in-service trainings.
- Maintain inventory and order necessary chemicals, equipment, and supplies with approval.
- Assist and/or implement disciplinary/corrective action with staff.
- Assist with other duties as needed.

