

METROWEST YMCA

7/9/21

Full Time Job Opportunities **in Framingham unless noted otherwise**

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you! Individuals must already have the ability to legally work in the United States. Competitive pay and benefits! Equal Opportunity Employer.

The Y offers a competitive wage and benefit package for full time, year-round employment positions:

- **Health & dental insurance**
- **Disability and life insurance**
- **10% Y Funded retirement plan**
- **MetroWest YMCA Membership**
- **Discounted program fees**
- **Paid time off and holidays**

AQUATICS DIRECTOR – FULL TIME

POSITION SUMMARY:

Oversees the development and operations of Aquatics operations in accordance with the policies established by the Board of Directors, along with the mission and goals of the YMCA. Recruits, trains and supports assigned staff. Provides liaison support to committee(s) and advisory board(s). This position will play a key role in community and member relationships.

ESSENTIAL FUNCTIONS:

PROGRAM MANAGEMENT AND DEVELOPMENT

- Provides leadership in the development, implementation, and management of operating plans for Aquatics, including competitive swimming, with a goal of promoting program and membership growth for the YMCA.
- Will provide direct program delivery as needed, to include: class instruction, lifeguarding, team supervision, safety classes, vacation and summer club supervision and support of Clearbrook Family Swim Club.
- Ensures high quality member-focused programs through innovative program development, evaluations and ongoing training of staff.
- Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
- Collaborates with Marketing Director to develop and coordinate all necessary marketing and promotion for related programs and services. This may include but not be limited to, timely and frequent news releases, school distributions, paid advertising and the design of brochures, program guides and flyers.
- Provide direction to the Family Outdoor Center in regards to Aquatics programming and safety classes.

MEMBERSHIP ENGAGEMENT AND DEVELOPMENT

- Executes strategies to ensure that members and program participants connect with one another and connect with the YMCA.

BUDGET AND FINANCIAL MANAGEMENT

- Develops and controls department budgets related to the position.
- Maintains accurate and up to date records, files, and billing / collection procedures and provides data and reports as required for assigned programs.

STAFF ENGAGEMENT AND DEVELOPMENT

- Directly supervises all staff in the department.
- Supervises hiring and training of staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills (including Listen First) in all interactions.
- Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.

COMMUNITY INVOLVEMENT AND SUPPORT

- Provides leadership and support to the annual fundraising campaign and volunteer committees/ boards as assigned.
- Develops and maintains effective working relationships within the community.

FACILITY AND RISK MANAGEMENT

- Works cooperatively with the Building and Grounds Director and the Director of Risk Management to ensure the cleanliness and safety of all program and facility areas.
- Ensures proper building coverage is present for all program related functions in accordance with program needs. Acts as the building professional on duty as needed.

QUALIFICATIONS:

1. Four or more years' experience in aquatics management.
2. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
3. Prefer knowledge of and previous experience with diverse populations.
4. CPR, O2 and First Aid, Swim Instructor, Lifeguard, and Lifeguard Instructor certifications are required.
5. YMCA Swim Instructor V.6 required within 90 days of hire.

PHYSICAL REQUIREMENTS:

He / or She must be physically capable to set up program equipment and have the ability to hear and see activities and problems as they occur. Must be able to sit and stand for extended periods of time. Must be able to lift at least 25 lbs.