



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA JOB DESCRIPTION

Job Title: **Aquatics Director**

FLSA Status: Exempt

Reports to: Senior Aquatics Director

Location: Framingham, MA

Salary: \$62,000 to \$68,000 annually

Revision date: May 19, 2026

POSITION SUMMARY:

The Aquatics Director is responsible for creating, developing and administering all facets of aquatics policies and programs to include: youth and adult swim classes, aquatic fitness classes, private swim lessons, open swim and lap swim scheduling. Manages Outdoor Center pool operations. This position will play a key role in community and member relations. This position will also perform other duties as assigned.

OUR CULTURE:

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.

ESSENTIAL FUNCTIONS:

- **PROGRAM MANAGEMENT & DEVELOPMENT:** Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands the program within the community in accordance with strategic and operating plans. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs. Assists in the marketing and distribution of all program information. Provides a minimum average of 10 hours per week of direct program delivery.
- **STAFF ENGAGEMENT & DEVELOPMENT:** Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Ensures records of staff certifications are current and complete. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Leads regular staff meetings and in-service trainings. Ensures optimal training and supervision of lifeguards, including scheduling regular safety drills.
- **MEMBERSHIP ENGAGEMENT & DEVELOPMENT:** Creates a member-focused culture and models relationship-building skills (including Listen First) in all interactions. Fosters a climate of innovation and resolves problems to ensure member satisfaction. Builds relationships with and among members, responds to inquiries and solves problems. Creates a safe and supportive community environment, assists in recruiting and engaging new members, and connects members to the YMCA's cause.

- **BUDGET & FINANCIAL MANAGEMENT:** Plans and manages department budgets as approved in a fiscally responsible manner. Responsible for timely and accurate payroll for the department. Submits monthly financial notes and enrollment numbers on a timely basis.
- **FACILITY MANAGEMENT:** Works with Facilities staff to provide program facilities for members that are safe, clean, adequately equipped, well maintained, and attractive. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations including maintaining safe ratios of lifeguards to swimmers and be available on an "on call" basis as required.
- **VOLUNTEER DEVELOPMENT:** Builds and develops volunteer capacity, sharing social responsibility.
- **COMMUNITY INVOLVEMENT & SUPPORT:** Assists in YMCA fundraising activities/events and engages in collaborative relationships with community organizations in order to strengthen support and build community.

LEADERSHIP COMPETENCIES:

- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops, plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Bachelor's degree in related field preferred or equivalent combination of education and experience
- CPR, O2 and First Air, Lifeguard and YMCA V6 Swim Instructor, Lifeguard Instructor certifications are required
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.

- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

Supervisors and administrators will:

- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with youth.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their youth from abuse.
- Report essential abuse risk management information to the board of directors.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- Employee must be able to see and hear.
- Employee must be able to sit and stand for extended periods of time.
- Employee must be able to bend, stoop, and lift up to 50#.