



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

Job Title: **Senior Director of Aquatics Operations**

FLSA Status: Exempt

Reports to: Executive Director, Framingham Branch

Location: Framingham, MA

Salary: \$75,000 to \$78,000 annually

POSITION SUMMARY:

The Senior Director of Aquatics Operations 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. This position is responsible for recruiting, training and supporting assigned staff. This role provides liaison support to committee(s) and advisory board(s). This Senior Director of Aquatics Operations will play a key role in community and member relationships. This position may include opening, closing, and weekend shifts.

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

- Provide leadership in the development, implementation, and management of operating plans for Aquatics with a goal of promoting program and membership growth for the YMCA.
- 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. Minimum 10 hours weekly of direct program delivery required.
- Ensure high-quality member-focused programs through innovative program development, evaluations and ongoing training of staff.
- Assure compliance with state and local regulations. Ensure that program standards are met and safety procedures are followed.
- Collaborate 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.

MEMBERSHIP ENGAGEMENT & DEVELOPMENT

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

BUDGET & FINANCIAL MANAGEMENT

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

STAFF ENGAGEMENT & DEVELOPMENT

- Directly supervise Aquatics Director.

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

COMMUNITY INVOLVEMENT & SUPPORT

- Provide leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned.
- Develop and maintain effective working relationships within the community.

FACILITY MANAGEMENT

- Work cooperatively with the Building and Grounds Director to ensure the cleanliness and safety of all program and facility areas.
- Ensure proper building coverage is present for all program related functions in accordance with program needs. Act as the building professional on duty as needed.
- Coordinate risk management for the Aquatics department.

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:

- 4+ years' experience in Aquatics management
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fundraising.
- Knowledge and previous experience with diverse populations preferred
- YMCA Team Leader to Multi-Team/Branch Leader certification preferred
- CPR, O2 and First Aid, Lifeguard and Swim Instructor, Lifeguard Instructor certifications required.
- YMCA Swim Instructor V.6 required within 90 days of hire.

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.

- Must be able to see and hear activities and problems as they occur.
- Must be physically capable to set-up program equipment
- Must be able to sit and stand for extended periods of time.
- Must be able to bend, stoop, and lift up to 50#.

Signature

Date

Printed Name