



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Director of Aquatics Risk Management & Safety** YMCA: MetroWest – Framingham Branch  
FLSA Status: Exempt Department: Framingham Aquatics  
Reports to: Senior Aquatics Director Revision Date: April 8, 2024

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## POSITION SUMMARY:

Under the direction of the Senior Aquatics Director, the **full time Director of Aquatics Risk Management & Safety** oversees the lifeguard team and will maintain risk management policies and procedures in aquatic department 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 high quality safety certification programming to the staff team and the community. Provides liaison support to committee(s) and advisory board(s). This position will play a key role in community and member relationships. **Annual exempt salary range \$55,000 - \$62,000! Competitive benefits and free household MetroWest YMCA membership!** Equal Opportunity Employer.

## ESSENTIAL FUNCTIONS:

### FACILITY SAFETY AND RISK MANAGEMENT

- Works cooperatively with the Senior Aquatics Director and the Building and Grounds Director 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.
- Provides leadership in the development, implementation, and management of policies and procedures directly related to Safety and Risk Management while supporting instructional programming and membership growth for the YMCA.
- Will provide direct program delivery as needed, to include: class instruction, lifeguarding, and safety and Lifeguard certifications.
- Oversees operation of Hopkinton Outdoor Center summer pool.
- Ensures high quality risk management through consistent safety policy reviews and maintenance as well as implementation of new standard operating practices to further support safety in the Aquatic Department and overall facility.
- Oversees lifeguarding staff certifications, provides training to maintain certification status as needed, and oversees/plans monthly in service trainings for the lifeguarding staff team.
- 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 Clearbrook Family Swim Club regarding safety and risk management.

### 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 lifeguarding 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.

#### **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. YMCA Team Leader or Multi-team/Branch Leader certification a plus.
5. CPR, O2 and First Aid, Swim Instructor, Lifeguard, certifications are preferred. Must be certifiable if not currently certified.
6. American Red Cross Lifeguarding Instructor certification required within 90 days of hire.

#### **PHYSICAL REQUIREMENTS:**

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 50 lbs.

Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online.

**TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO [EMPLOYMENT@METROWESTYMCA.ORG](mailto:EMPLOYMENT@METROWESTYMCA.ORG)**