



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STAUNTON-AUGUSTA YMCA - JOB DESCRIPTION

Job Title: **Assistant Aquatics Director**

FLSA Status: Hourly

Status: Part-time with some Seasonal Full-time hours

Reports to: Aquatics Director

Job Grade: \$15.31-\$18.13 hourly

Department: Aquatics

Revision Date: 3/6/2022

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through healthy living and social responsibility through Aquatics. This position is normally 20 hours a week. It will be 35 hours a week and possibly more during May through August.

ESSENTIAL FUNCTIONS:

1. Provide excellent member service by exceeding member expectations.
2. Engage in active listening with members in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals.
3. Responsible for scheduling and supervising (in consultation with Aquatic Director) of all lifeguard and instructor personnel.
4. Work to review staff, class, and pool scheduling.
5. Work closely with the Aquatic Director in the execution of the Instructional swim programs.
6. Be available to teach and/or guard as needed.
7. Be available to answer questions from members, program participants and staff.
8. In conjunction with Aquatics Director, oversee all required safety and quality training, drills, and documentation and maintain YUSA Aquatics standards at all YMCA operated pools.
9. Share responsibility with supervisors for the care and maintenance of facility and related program and pool equipment and supplies.
10. Participate in the Annual Campaign and educate staff and members on the cause of the Y.
11. Periodically act as the manager on duty for the building in the evenings or weekends.
12. Assist in ordering equipment purchases and Aquatic/First Aid supplies as necessary.
13. Maintain concise records essential for control, evaluation and reporting to committees, Board and Aquatics Director.
14. Aid in implementing special events that relate to the Aquatic Department and the YMCA as a whole.
15. Remain current in required and voluntary training in order to promote growth of mind and spirit and character values for all.
16. spirit and character values for all.
17. All other duties as assigned or needed.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and

procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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:

1. Must be 18 years of age
2. Ability to read and interpret instructions, procedures, manuals, and other documents.
3. Ability to report and record maintenance requests.
4. Must have at least 4 seasons experience in lifeguarding
5. Must have experience in managing people
6. Certification in Red Cross Lifeguard or willingness and skills to get certified
7. Leadership skills
8. Must enjoy working and being a part of a team

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.
- Sufficient physical strength and agility to carry out essential duties.