

YWCA of Lubbock
Job Description
Aquatics Director

Job Title: Aquatics Director
Department: Aquatics
Reports To: Executive Director
FLSA Status: Exempt

Job Summary

Plan, direct, and implement relevant and profitable aquatics program according to the YWCA's philosophy, policies, and procedures. Oversee the daily operation, safety, and upkeep of the indoor and outdoor pools and aquatics facilities.

Essential Duties and Responsibilities

- Develop programming to meet the needs and concerns of the community and the health of the department based on client input, community planning groups, market research, and budgetary feasibility.
- Develop and maintain a financially healthy program to provide revenue stream for the YWCA's operational needs by preparing and submitting annual budget to finance department and executive director for approval and then meeting that budget monthly and/or yearly.
- Oversee upkeep and maintenance of pool chemistry and water filtration system, aquatics facilities, and equipment, including performing some to most of the duties.
- Monitor pool usage during aquatics classes, family and lap swim, swim lessons, and pool parties, maintaining records on enrollment and attendance for all participants in both aquatics centers.
- Evaluate content and instruction for certification courses, teaching the courses as qualified or working toward teaching qualifications.
- Teach aquatics activity classes in the absence of regular instructions.
- Recruit, hire, train, and supervise instructors, group leaders, lifeguards, part-time staff, consultants, volunteers, and others needed to carry out the functions of the program.
- Other duties as assigned.

Supervisory Responsibilities

Directly supervise employees and volunteers in the aquatics department according to the organization's philosophy and policies and applicable laws by recruiting, interviewing, hiring, training, directing, appraising, rewarding, and disciplining employees; addressing their complaints; and resolving any issues.

Education and Experience Requirements

- Bachelor's degree in or with an emphasis on recreation, sport and facility management, social sciences, or a similar field.
- At least five years experience in the management, operation, and maintenance of an aquatics facility.
- Certified Pool Operator and Lifeguard Training Instructor certifications or the ability to obtain within 60 days.
- CPR and First Aid Instructor's certifications or the ability to obtain within 60 days.
- Any appropriate combination of education and experience.

Other Requirements

- Must be able to pass a criminal history background check and FBI fingerprint check.
- Must have daily transportation to and from work sites.
- Must be willing to attend and work special events or projects for the YWCA and represent the YWCA in community groups and activities.
- Must be willing to travel for trainings and conferences.
- Must be able to communicate effectively both verbally and in writing with staff and the public.
- Must have excellent customer service skills.
- Must be able to follow oral and written instruction.
- Must have good analytical and problem-solving skills.
- Must learn and support the YWCA mission, principles, and policies to meet the goals of the organization without compromise.

Physical Requirements

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.

- Regularly swim, stand, walk, bend, sit, climb stairs, use hands and fingers, feel, talk, hear, see, work on a computer, and be outdoors.
- Frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Noise level is generally loud.
- Pace is usually moderate to fast.
- Duties require extensive work outdoors in hot, cold, wet, windy, or dusty conditions.
- Frequent exposure to toxic or caustic chemicals.