

## Union County Family YMCA

### Job Description

**Job Title:** Aquatics Director

**FLSA Status:** Exempt

**Reports to:** Executive Director

**Revision Date:** 2/3/2026

#### **POSITION SUMMARY:**

Develops, organizes and implements high quality, member-focused YMCA aquatic programs. Ensures pool safety, cleanliness, and training standards are met and aligned with YMCA of the USA, Union County Family YMCA, and the State of Ohio rules and recommendations.

#### **ESSENTIAL FUNCTIONS include the following, other duties may be assigned:**

1. Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors and healthy living practices.
2. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands programs within the community in accordance with strategic and operating plans.
3. Develops and maintains collaborative relationships with community organizations and pool rental agreements.
4. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete along with all in-service standards being met.
5. Monitors and maintains daily pool operations, maintenance and chemical levels to adhere to all state, local and YMCA of the USA health and safety regulations.
6. Conducts certification courses in both YMCA and American Red Cross courses. Teaches in-services in accordance with association policies and standards.
7. Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance. (CPO certification may be required)
8. Creates and schedules swim classes and swim team practice, ensures all programming is accurately entered into Daxko.
9. Assists in the marketing and distribution of program information.
10. Develops and monitors program budget to meet fiscal objectives. Maintains inventory and recommends purchases as needed. Enters and manages all aquatics payroll.
11. Assists in YMCA fund raising activities and special events.
12. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
14. Collaborates with the Executive Director to ensure the safe and responsible operation of the Y including rotating responsibilities for overall facility supervision & program coverage and actively participates in branch philanthropy efforts, special events, meetings and training sessions.
15. Assume any other duties as assigned by the Executive Director.

### **SUPERVISORY RESPONSIBILITIES:**

Manages a team of 20 - 50 staff in the aquatics department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training and coaching employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **YMCA COMPETENCIES (Team Leader):**

Mission Advancement: Models and teaches the Ys 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 fundraising.

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 recreation, aquatics, social sciences, or a related field, and two years' experience working in an aquatic's environment; or equivalent combination of education and experience.
- Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Knowledge of word processing, spreadsheet and database programs.
- Proven track record of developing authentic relationships with others.
- Ability to foster a collaborative team approach to solving challenging situations.

### **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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and distance vision. The noise level in the work environment is usually moderate.

YMCA JOB DESCRIPTION FOR AQUATICS DIRECTOR

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Signature

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Date

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Printed Name

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Executive Director Signature

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Date

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Printed Name