



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Job Title: Aquatics Director**

**Site:** Hilltop Family YMCA

**Reports To:** Associate Executive Director

**Competency Level:** Team Leader

**FLSA Status:** Full-Time/Exempt

**Compensation:** \$48,000-\$52,000 with competitive benefits package

**ABOUT THE YMCA**

The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community. With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow and thrive.

**POSITION SUMMARY**

The Hilltop Family YMCA is looking for an Aquatics Director to lead and direct aquatic programs to ensure safety, high-quality curriculum and member involvement. This position is responsible for staff recruitment and training, program development, fiscal management and assistance with fundraising initiatives.

**ESSENTIAL FUNCTIONS**

- Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
- Supervises and oversees all aquatic personnel and volunteers, including recruitment and training, staff evaluations, maintenance of staff certifications and records. May need to conduct trainings, such as lifeguarding and First Aid.
- Conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance. Ensures adherence to all state, local and YMCA health and safety regulations.
- Secures and schedules all pool facility uses, including, but not limited to, all classes and events.
- Develops and monitors program budget to meet fiscal objectives. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
- Assists in YMCA fund raising activities and special events; leads/supports special projects, and supports branch/association events.
- Actively engage members/participants, and provides friendly, courteous service. Assists in the marketing and distribution of program information. Performs other duties as assigned.
- Perform other duties as assigned by supervisor.

**YMCA COMPETENCIES (Team Leader)**

**Mission Advancement:** Models and teach the Y's values. Educate others about their responsibilities to building a greater sense of community.

**Collaboration:** Champion inclusion activities, strategies, and initiatives. Build authentic relationships by creating a strong morale spirit and sense of belonging to the Y. Employ influence strategies that

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engage, inspire, and build commitment to the cause and overall goal of the Y. Communicate by listening and expressing self effectively and in a manner that reflects true understanding of the needs of others. Recognize and act on the need to continually develop others' capabilities to attain the highest level of performance.

**Operational Effectiveness:** Integrate logic, intuition, and sound judgment to analyze information to identify greatest opportunities, make sound decisions, and solve problems. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Take every opportunity to improve personal management and leadership skills. Recognize the need for and act to build trust and credibility as a foundation for leading change. Demonstrate effective interpersonal skills and emotional maturity. 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

- Current Certifications must include: First-Aid and CPR, lifeguard certification and/or YMCA Swim Instructor or equivalent. A YMCA Senior Director Certification and experience as a trainer, lifeguard or aqua fitness instructor is desired.
- Ability to teach and relate effectively to diverse groups and the knowledge to run an all-encompassing instructional swim program for all social and economic segments, ages and abilities.
- Thorough knowledge of pool operations and safety procedures.
- Demonstrated ability to exercise mature judgment and tact. Able to work well with members, staff and volunteers. Ability to remain calm and rational in emergencies. Outgoing, friendly, and patient. Able to effectively enforce safety rules and resolve escalated member service issues.
- Excellent planning, organization and communication skills; solid basic math skills and attention to detail.
- Bachelor's degree in related field or equivalent; 4 years related experience in aquatics programs and/or staff supervision.

## WORK ENVIRONMENT/PHYSICAL & COGNITIVE REQUIREMENTS

- Must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations
- Must be able to meet the physical demands of the position and the aquatics environment, including ability to swim, make saves, stand, walk and run.
- Requires English speaking and hearing ability, and good eyesight that including peripheral vision, depth perception, and the ability to adjust focus.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work

Please submit cover letter, resume and the standard YMCA employment application (available for download at [ymcaeastbay.org/careers](http://ymcaeastbay.org/careers)) to Associate Executive Director Anthony Attride at [aattride@ymcaeastbay.org](mailto:aattride@ymcaeastbay.org) or mailed to Hilltop Family YMCA, Attn: Anthony Attride, 4300 Lakeside Drive, Richmond CA, 94806.

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