



eliminating racism  
empowering women  
**ywca**

## Marshalltown YMCA-YWCA Job Description

Job Title: **Assistant Aquatics Director**

Status: F/T - Hourly

FLSA Status: Exempt

Reports to: Aquatics Director

Benefits: health, dental, disability, retirement, additional training and family membership

Availability: Day, Evenings, Weekends

Leadership Level: Team Leader

Primary Function/Department: Aquatics

Revision Date: 02/09/2023

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Assistant Aquatics Director at the Marshalltown YMCA-YWCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined while also managing high-quality, member-focused aquatics and fitness programs. Will serve to integrate the two departments together. This full time position will encompass assisting in areas of aquatic. Assist in the day to day operations of the Aquatic department. The assistant Director will work closely with the Aquatic Director on a daily basis to promote successful operations of the aquatic programs. The assistant Aquatic Director will provide leadership for the accomplishment of the Marshalltown YMCA-YWCA missions and character values with the aquatic department.

### ESSENTIAL FUNCTIONS:

1. Ensures programs and services meet community needs to include supervising existing program activities, assists in establishing new program activities, and expanding the program within the community in accordance with strategic and operating plans. Assists in the marketing and distribution of program information.
2. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations and conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance, including backwashing and pool vacuuming.
3. Recruits, hires, trains, schedules and directs a diverse staff across multiple dimensions of diversity. Onboards and develops them for success. Reviews and Evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete. Ensures sub sheets, rentals and special events are staffed and secures substitutes or fills in as needed.
4. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication

within area of responsibility. Keeping the Aquatic Director informed of member, participant, and staffing issues, needs and concerns.

5. Instruct various water based classes, which includes but not limited to water polo, adult aerobic classes and teaching swim lessons.
6. New member onboarding: Connect with new members and introduce them to others in their area of interest. This includes but is not limited to: Aquatic orientations follow up phone calls and/or emails, being present during prime times on pool deck.
7. Creates and schedules swim lessons and other programs that require registration into Cire, printing rosters and organization and scheduling of classes and instructors.
8. Using When to work for staff scheduling, sending out staff communication through W2W and keeping bulletin board up to date.
9. Assists in Y fundraising activities which include but are not limited to Annual campaign, Swim Team fundraisers, and Advertisements for Y state.
10. Assist at swim meets including preparation, availability during the meets, and clean up/tear down after the swim meets. Swim meets include but not limited to: 3 Blue Wave summer meets, Girls High School Regional Meet, Girls High School State, 4 Blue Wave winter meets, Y Sectionals, Y State.
11. Implementation of general pool safety and corresponding policies/procedures. Updating both the Marshalltown YMCA-YWCA Aquatics handbook and EAP annually.
12. Assist director in the planning and facilitation of 10 staff trainings during the year.
13. Administrative duties including but not limited to reports, monthly newsletter, filing, program administration & scheduling.
14. Supervisory skills in leading, planning, training staff as to aquatic procedure. Take a supervisory leadership role in correcting, coaching, encouraging and training staff.
15. Assist the Aquatic Director with special projects and events.
16. Must be able to accommodate a variable work schedule that may include late evenings, weekends, and on-call hours.
17. Serves as the manager-on-duty when necessary and assists in the preventative capital maintenance of clean, attractive, safe and well-maintained facilities.
18. Early morning lifeguard and additional lifeguard duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in related field or equivalent experience.
- Two - Three years related experience preferred (e.g., as an aquatics coordinator or supervisor).
- Minimum age of 21.
- Within 90 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, Lifeguard, CPR, First Aid, AED, and Blood Borne Pathogens training, O2, Certified Pool Operator.
- Experience with Hy-Tek, and Daktronics is a plus
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

#### **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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_