

Title: Aquatics & Wellness Director

Exempt: YES

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Aquatics & Wellness Director is responsible for developing and coordinating the aquatics & wellness program (including the teaching kitchen), facilities and operations. The Aquatics & Wellness Director manages the Aquatics & Wellness department. Management includes hiring/firing, supervising, organization, policy recommendations, program evaluations, and general organization of the Aquatics & Wellness department.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate research and purchase equipment for department to use.
- **Best Practices** – Plan, implement, promote and evaluate aquatics & wellness, aerobic and other recreational programs designed to improve the quality of life and meet the needs of our general membership and community. Ensure the pool meets health department standards and routine maintenance. Maintain adequate records to evaluate, control and measure effectiveness. Represent the YWCA and maintain appropriate relationships with area organizations in the community. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Coordinate special projects and events. Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

Three years experience in managing aquatics & wellness programs.

EDUCATIONAL REQUIREMENTS:

- Bachelor's Degree in Recreation, Exercise Sports Science from accredited college or university or four years' experience in working with aquatics & wellness programs.
- Current Certified Pool Operator
- Current CPR for the Professional Rescuer, First Aid, lifeguarding and the most advanced aquatic certifications
- SilverSneakers certifications
- Other certifications as required (i.e. arthritis foundation, group fitness)

SKILLS REQUIREMENTS:

- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Ability to train, delegate and supervise staff volunteers.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Working with senior management

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- Responding to and resolving complex questions and concerns
- Ability to provide one-on-one education in an unbiased and nonjudgmental manner.
- Program planning, implementation and evaluation
- Special Event Planning

WORK ENVIRONMENT:

Typically works in a professional office environment and aquatics and wellness facilities.

PHYSICAL REQUIREMENTS:

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Physical ability to operate emergency exits and perform emergency procedures. Ability to respond to critical incidents and perform routine first aid tasks.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

Employee Signature

Date

Executive Director's Signature

Date

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