



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## KETTLE MORAINE YMCA JOB DESCRIPTION

Job Title: Aquatics Manager

FLSA Status: Full-Time; Exempt

Reports to: Aquatics Director

Revision Date: August 27, 2020

Leadership Competency Level: Team Leader

---

### POSITION SUMMARY:

Under the direction of the Aquatics Director provide general oversight, supervision, and safety of members and guests at the Kettle Moraine YMCA aquatic facilities. Provide general oversight for pool decks, aquatic facilities and swimming pools. Provide oversight and supervision with the Aquatics Director of YMCA employees assigned to operate client aquatic facilities.

### ESSENTIAL FUNCTIONS:

1. Provide direct oversight and supervision for client aquatic facility operations by enforcing safety rules, supervising/protecting guests/swimmers, rendering first aid/emergency care and monitor lifeguard performance expectations.
2. Work with Aquatics Director to oversee the recruiting, interviewing, training and on-boarding processes
3. Work with the Aquatics Director to oversee the scheduling of employees
4. Plan, schedule and conduct in-service training workshops for Aquatics staff
5. Monitor and maintain oversight for operating equipment including AED's oxygen support units and First Aid kits,
6. Provide general oversight to assure and achieve consistent operating practices
7. Perform oversight of daily facility maintenance and sanitation duties to provide and maintain a safe and aesthetically inviting aquatic facility for guests/swimmers
8. Conduct classes, training and in-service training for Aquatics staff.
9. Develop, implement, and monitor programming and schedules for Aquatics operations
10. Clearly describe and assign responsibility and authority for the operation of the department.
11. Perform other duties as assigned.

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Y's 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 fund-raising.

***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:**

1. High School Diploma or equivalent with three years of progressive aquatic experience.
2. Previous supervisory experience preferred.
3. Current Lifeguard Certification and current YMCA Swim Lesson Instructor Certification, (YSL) or American Red Cross Water Safety Instructor, (WSI) preferred; certifications required within 60 days of hire.
4. Strong communication and leadership skills.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Valid Driver's License.

#### **PHYSICAL DEMANDS:**

1. Ability move quickly in emergency situations, strenuous activity at times and on occasion assist or lift persons in distress of varying weights.
2. Required to remain alert and vigilant while sitting, standing, or walking for various lengths of time.
3. Regularly lift, carry, push, pull, or otherwise move objects weighing up to 25 lbs.
4. Ability to tolerate a fast paced, loud, and humid environment.