



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT OPPORTUNITY

Fayette County Family YMCA



Job Title: **Aquatics & Youth/Family Program Director** **(Does not include youth sports or child care)**

FLSA Status: Full Time Exempt (Salaried)

Reports to: CEO

Applications:

Forward applications to Doug Saunders, CEO, at dsaunders@faycoymca.org by August 5, 2017.

Position Summary:

The Fayette County Family YMCA is seeking an energetic leader prepared to lead the aquatics and youth/family programs through innovative, quality initiatives. This is a great opportunity to create new programs and ensure program quality to enhance the value of YMCA membership and services for the community.

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA aquatics and youth/family program(s) (not including youth sports or child care). This position provides direct leadership, supervision, instruction and motivation for aquatics and youth/family program staff in accordance with YMCA policies and procedures as well as creates a safe and positive atmosphere that promotes members safety and engagement.

Mission: The Fayette County Family YMCA, based on Christian principles, is a charitable organization with an inclusive environment driven to enrich the quality of family, spiritual, social, mental and physical well being for all.

Values: Our core values are the shared beliefs and essential principles that guide our behavior, interactions with each other and decision-making. The four values of the Fayette County Family YMCA are:

- **Caring:** Strengthening relationships through intentional interactions
- **Honesty:** Be truthful in your words and actions
- **Respect:** Being open and understanding to all
- **Responsibility:** Be accountable for both your promises and actions

Essential Functions:

1. Maintains inventory on all supplies for aquatics and youth/family programs (not including youth sports).
2. Directs, supervises, and provides instruction in program activities to meet the needs of the community and fulfill YMCA objectives. 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.
3. 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.
4. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
5. Conducts and ensures proper maintenance of pool. Schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
6. Conducts lifeguarding, swim instruction, First Aid and CPR trainings. This includes adoption and compliance with YMCA of the USA Swim Lesson program guidelines.
7. Creates and schedules youth/family programs, swim classes, water fitness classes, and swim team practices and meets. May provide direct instruction/coaching for programs as well.
8. Assists in the marketing and distribution of program information.
9. Develops and monitors program budget to meet fiscal objectives.
10. Assists in YMCA fund raising activities and special events.
11. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
12. Assists with Program Committee meetings.
13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
14. Performs other duties as assigned.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports philanthropic endeavors and fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning, speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. 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:

Education and Certifications

- High school diploma or GED required. A 2-year college degree in Physical Education/Exercise Science/related field or applicable experience is preferred.
- Certification requirements include CPR/AED for the Professional Rescuer, First Aid, and current Lifeguard certification.
- Excellent personal computer skills and experience with standard business software.
- Online New Employee Orientation, Child Abuse Prevention, CPR, and Bloodborne Pathogens within 30 days of employment. Child Abuse Prevention and Bloodborne Pathogens to be refreshed every 12 months.

Experience

- 1 year or more of related lifesaving experience preferred.
- 1 year minimum of supervisory experience is strongly preferred.
- Basic knowledge of pool chemistry and maintenance.
- Computer skills needed, particularly with Microsoft Office and email applications, along with ability to learn the internal YMCA software.

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.

Must have ability to sit, stand or walk for extended periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending, reaching or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 90% of time is spent indoors. The noise level is normal to loud in an active YMCA program environment. Must be able to enter chlorinated water.

Benefits:

Paid vacation and holidays, health and dental insurance, YMCA retirement plan.

Salary: \$30,000

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