



We build strong kids,  
strong families, strong communities

Send letter of application and  
resume to:  
jobs@meadowlandsYMCA.org  
OR  
P.O. Box 252  
Rutherford, N.J. 07070

## **Associate Aquatics Director Job Description**

**Supervisor:** Aquatics Director

### **General Function:**

The Associate Aquatics Director (AAD) is responsible for assisting the Aquatics Director in overseeing the organization, implementation, administration, promotion and evaluation of the Aquatics Programs and facilities. The AAD will be responsible for knowledge of the New Jersey Uniform Bathers Code and for conducting the general maintenance, repair and upkeep of the aquatics venues. The AAD will serve as one of the coaches of the School Year and Summer swim teams. The AAD must be able to lead and direct a variety of instructional programs at a quality level and will direct an Agency wide Training Program. The AAD must lead the Aquatics Staff by example and education.

### **Qualifications:**

The ideal candidate will have a Bachelor's degree (preferably in Physical Education or a related field) and current certification in Lifeguard (ARC or YMCA); First Aid and Cardiopulmonary Resuscitation (CPR for the professional rescuer); Certified Pool Operator (CPO) or Y POOL ; Swim Team Coach (YMCA or USA Swim); and Swim Instructor (YMCA Skippers and Progressive or ARC Community Water Safety or ARC Lifeguard Instructor).

All candidates must be at least 21 years of age and have one (1) year experience as a manager/supervisor in an aquatics environment, educational institution, business or program or agency related to children; as a pool operator and as a swim team coach.

The incumbent must bring to this position good communication skills and maturity.

The candidate must have a working knowledge of computers especially Windows and Microsoft Office Pro.

### **Responsibilities:**

- Create and coordinate the scheduling of aquatics staff (including lifeguards and supervisors) according to guidelines established by the Aquatics Director.
- Provide onsite supervision of the program and facilities including life guarding, instructing the learn to swim and training programs, supervising during recreational swims and supervising the recording of lesson plans by on site staff.
- Develop new Aquatics programs and expand existing programs including program scheduling and objectives for the department.
- Serve as one of the coaches of the YMCA's School Year and Summer Swim Teams including budgeting, staffing, working with parents, etc.
  - Coach one group of swim team practices using safety guidelines established by the YMCA
  - Coach at meets – coach at all summer meets and YMCA dual meets; alternate with Head Coach for US Swim and Invitational meets

## **Meadowlands Area YMCA**

Main Office: 436 Ridge Road, North Arlington  
Mail: P.O. Box 252, Rutherford, N.J. 07070  
201-955-5300; Fax 201-955-2055  
www.MeadowlandsYMCA.org

- Oversee the budget as it relates to the level of participation in meets for the School Year team. Written approval will be obtained from Aquatics Director to attend additional meets.
- Submit receipts for approved purchases in a timely manner.
- Participate in and assist the coordination of the on call schedule for the Aquatics Department. Including:
  - Rotation of Weekend coverage – Saturday morning on site supervision during lesson times, on call coverage the same Saturday afternoon and Sunday
  - Rotation of Weekday morning, afternoon, and evening on call coverage
- Responsible for conducting the general maintenance, repair and upkeep of the aquatics venues including coordinating the maintenance staff and their responsibilities. Establish equipment replacement schedules and secure bids and approvals for repairs which require an outside vendor. Evaluate equipment on a quarterly basis (minimally).
- Be knowledgeable of and maintain compliance with the New Jersey Uniform Bathers Code including maintaining copies of current certifications of all personnel at each aquatics venue and required documentation of pool operation.
- Ensure pool safety and make decisions that enhance the quality and safety of all classes and programs. Provide input for the implementation and review of risk management practices.
- Maintain and prepare statistical reports as necessary for internal and external reporting.
- Be knowledgeable of the pool schedule and attend all departmental in-services and meetings. Attend organizational and professional association meetings.
- Oversee the coordination of the Summer Backyard Learn to Swim Program
- Direct the Agency wide Training Program including organization, implementation, administration, staffing, documentation, promotion, budgeting, registration and evaluation.
- Accept any special projects as requested.

**Assist the Aquatics Director with the following:**

- Training, orientation, evaluation, scheduling, supervision and preparing payroll for all Aquatics Staff.
- Maintaining manuals/guidelines for programs and recommend for approval to Executive Director.
- Maintaining copies of current certifications of all personnel at each aquatics venue. Staying current with Red Cross policies and procedures.
- Supervising the registration process including: collection and maintenance of up to date and complete registration forms, attendance, sign in/out forms, membership cards, guest fees, etc.
- Providing information to potential participants, preparing forms, assisting in any licensing or certification processes
- Maintaining an open line of communication between Aquatics Director and subordinates.

**Hours:** Full Time exempt

**Compensation Package:**

- \$29,000-38,000 - including Group Health Insurance-single (medical, dental, prescription, vision and life insurance)
- Paid Time Off (PTO), Holidays and Sick Time
- YMCA Retirement Fund (mandatory after qualifying period)-7% YMCA & 5% Employee Contribution
- FSA, Employee Assistance Program (EAP) and Credit Union