



WALLA WALLA YMCA Position Description

Assistant Aquatics Director Reports to Director, Aquatics and Safety Training Primary Duties:

**Open 1.10.21 Until Filled
Full Time Non-Exempt**

Working directly with the Aquatics Director, assists in scheduling, supervising and offering aquatic programs; managing staff, policies and procedures including full compliance with all health and safety, Lifeguard and Swim Instructor standards for the Walla Walla YMCA and community pool collaborations. Provides support in supervision of staff including Lifeguards, Aquatics Coordinators, and Swim Lesson Instructors. May serve as the onsite manager of community pool collaborations on behalf of the Y.

Key Duties:

- **Essential Reporting & Compliance Requirements**
 - Be thoroughly familiar with Y-USA Aquatic incident reporting procedures, ensuring staff training and compliance.
 - Informs the Aquatics Director per procedure of reportable emergencies and injuries as soon as possible.
 - Implements, follows and enforces YMCA, county, state, and federal aquatics-related policies and procedures; ensures staff are kept up to date on relevant policies, and provides staff training as needed.
 - In the absence of Aquatics Director, serves as point person in emergencies to execute and enforce facility emergency procedures including record keeping policies. Ensures timely and succinct reporting of all incidents to HR, Health & Safety and CEO per procedure.
 - Serving as Co-Chair of the YMCA Health & Safety Committee, reviews and evaluates Incident/Accident Reports including staff response for improvement.

- **Essential Program Management Duties**
 - Primary responsibility for teaching American Red Cross (ARC) courses including swimming, lifeguard, CPR and First Aid.
 - Managing Private Swim Lesson Program, trains instructors and assigns lesson coverage. As parent and school Program Liaison, reviews program quality, recommending areas for improvement.
 - Coordinates scheduling of Aquatics Exercise program.
 - Assist Aquatics Director in developing and promoting other Aquatic special events and programs.

- **Staff Support**
 - Helps supervise aquatic staff and program instructors, ensuring they are trained and performing their roles to expectations.
 - Backup Lifeguard, Aquatics Coordinator, and Swim Lesson Instructor as needed.
 - Assists with Aquatic staff hiring including attending job interviews; onboarding, evaluations, training, discipline and termination.
 - Coordinates staff scheduling and time & attendance/payroll reporting to HR.

- Assists Aquatics Director in planning and executing monthly staff in-service training for Lifeguards and Swim Lesson Instructors.
- Evaluates and make recommendations for training improvements, deck policy changes and scheduling adjustments.
- **Program Support**
 - Ensures Facility pool maintenance is accurate and current; recommends improvements to Aquatics Director.
 - Meets with Aquatics Director on a regular basis to discuss staffing needs, review safety measures and make recommendations, develop training plans and community outreach programs.
 - Upon request, serves as Aquatics Department Community Liaison.
 - Serves in capacity of Aquatics Director during the Director's absence. Works shifts as Lifeguard, Water Aerobics, and Swim Lesson Instructor as necessary.
 - Supports community competitive Swim Club Program as Assistant Coach.

Physical Requirements

- Ability to stand for a 4-hour block of time on pool deck.
- Ability to lift at least 20 pounds.
- Ability to bend, squat and reach.
- Ability to climb onto guard tower and ladders.

Additional Requirements

- Proven customer service and verbal skills.
- Ability to multi-task, and to work productively and calmly in stressful situations.
- Familiarity with MS Office Suite (Word, Excel, PowerPoint).
- Spanish language skills a plus.

Qualifications

- At least 21 years of age.
- High School diploma or equivalent, some college preferred.
- Established experience in Aquatics field with at least 3 years supervisory experience.
- American Red Cross Lifeguard Certified.
- American Red Cross Lifeguard Instructor Certified.
- American Red Cross Water Safety Instructor Certified.
- American Red Cross Instructor Trainer (WSIT/LGIT) preferred.
- Member of USA Swimming Coach Certified preferred.
- Water Aerobics Instructor experience. AEA, ACE, Aqua Zumba! Certifications desired.
- Commitment to update all non-American Red Cross Aquatics certifications to American Red Cross within 90 days of hire.
- Experience teaching all levels of American Red Cross Preschool-Aquatics, Parent/Child Aquatics, and Learn-to-Swim programs.
- Experience teaching American Red Cross Lifeguard training courses and First Aid/CPR courses.
- AFO or CPO certified desired.