



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER MONTGOMERY JOB DESCRIPTION

Job Title: Aquatics and Youth Development Director
Branch: East YMCA
Department: Aquatics and Youth Sports
Reports to: Associate Executive Director
FLSA Status: Exempt

POSITION SUMMARY:

The Youth Development Director is responsible for organizing and implementing all youth sports, aquatics program development and management, volunteer, and staff management (recruitment, supervision, and engagement), budget preparation and management, financial development, program administration, community and school partnerships and collaborations and special events and all other assigned special events.

The Youth Development Director must relate well to youth and teens, creating a welcoming atmosphere where both can thrive. Additionally, this position requires heavy engagement with volunteers, community partners, parents, school personnel and branch board members, including comfort with public speaking. Successful candidates must possess the skills necessary to manage, develop and supervise multiple program operations and a diverse group of volunteers.

In addition, every position in the YMCA of Greater Montgomery is responsible for upholding the Judeo-Christian principles that are central to our mission by modeling behaviors that exemplify the four pillars of character - caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS: include the following. Other duties may be assigned.

- 1) To promote, administer and lead in the development and implementation of aquatic programs and aquatic wellness services, including swim lessons instruction, swim lesson instructor training, water aerobics, swim team, and lifeguard training
- 2) To maintain all pool operations, keep adequate records in accordance with local/State regulations, evaluate and control water chemistry to ensure no gaps in programming. Certification as a Pool Operator.
- 3) Recruit, hire, train, schedule and supervise all staff and volunteers associated with branch aquatics department.
- 4) To promote, administer and lead in the development and implementation of all branch youth sports department programs.
- 5) Hire, Supervise, and Train Youth Sports Coordinator
- 6) Serve as member of the Association Aquatic and Sports Cabinets and attend meetings as scheduled.
- 7) Conduct season ending evaluations of all programs (1 week prior to end of season).
- 8) Identify program volunteer positions and assist with the identification, recruitment and tracking of program volunteers.
- 9) Develop current program, ensuring high quality and results. Implement and innovate new programs and initiatives as needed for future growth and sustainability of branch

operations. Identify community needs to assess opportunities for new program development and growth.

- 10) Assist the Branch Director as needed in managing the branch facilities and programs.
- 11) Develop annual operating budget for Aquatics and Youth Sports Departments.
- 12) Participate in development and implementation of services, including membership recruitment and retention, and special events.
- 13) Provide leadership for all staff including, but not limited to, demonstrating outstanding customer service, serving as a resource for problem solving and planning appropriate training experiences
- 14) Communicates positively and effectively with all participants, volunteers and staff, including timely response to phone calls and requests for information.
- 15) Prepare and manage the annual budget for the assigned areas within approved budget guidelines.
- 16) Substitute for subordinate staff as necessary.
- 17) To serve as part of the staff leadership team for the branch Annual Support Campaign
- 18) Develop, schedule, and manage the Association monthly training calendar for association staff training in CPR/1st Aid/AED.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be professional with good verbal, written communication, and computer usage (Word, Excel, PowerPoint, Publisher, etc.) skills. Must be passionate about youth and teen development. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Required for hire: CPR/FA Certification, a nationally recognized Pool Operator Certification, current YMCA or Red Cross lifeguard certification, Lifeguard Instructor Certification, Swim instructor certification, First Aid, CPR and AED

Required within 30 days of employment: Bloodborne Pathogens, Child Abuse Prevention

Nationally recognized Fitness Certification preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and volunteers.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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. While performing the duties of this job, the employee is regularly required to sit, talk and hear and use hands to finger, handle or feel. The employee is occasionally required to stand, walk, stoop, kneel, crouch and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Incumbent's Signature _____

Supervisor's Signature _____

Date _____