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## YMCA OF GREATER KALAMAZOO - JOB DESCRIPTION

Job Title: **Portage Aquatics Lead**

Pay Rate: **\$14.00 - \$16.00 Per Hour**

Program Hours: **Full-Time Summer Seasonal Position**

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### POSITION SUMMARY:

The Portage Aquatics Lead is responsible for the daily operations of the pool. Working closely with the Portage Aquatics Director and Association Aquatics Director, the Portage Aquatics Lead also focuses on member service, program quality, and staff development.

Serves as a general resource to the branch in the areas of Aquatics.

Demonstrate the Y's core values of INTEGRITY, HEALTH, DIVERSITY and COLLABORATION.

### ESSENTIAL FUNCTIONS:

1. Provide leadership and direction to Lifeguards, Swim Instructors, and Water Exercise Instructors.
2. Ensure that the pools and related equipment are properly cleaned and maintained, with a focus on safety and function.
3. Manage schedules as needed, assist Portage Aquatics Director with scheduling, payroll administration, and swim lesson registration.
4. Build relationship with members so that they develop a long lasting relationship with the YMCA.
5. Participate in departmental Level 10 and/or other related meetings as required.
6. Assist in member retention strategies and sales initiatives (private lessons).
7. Collaborate with staff across all departments to achieve association goals and initiatives.
8. Assist with staff recruitment and training.

### YMCA COMPETENCIES:

***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. Supports 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. 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:**

1. BS/BA degree or equivalent in work experience.
2. Two or more years' experience in Aquatics, preferably in a YMCA.
3. Familiarity with YMCA swim lesson class levels.
4. Strong leadership and organizational skills; strong written, verbal and presentation skills are a must.
5. Lifeguard, CPR/AED and First Aid certifications.
6. Must be able to assume duties of lifeguards, supervisors, instructors, and assist with handling of pool emergencies.
7. Must be able to stand for extended periods of time as well as squat, stoop, or bend into awkward positions. Must be able to lift and carry items up to 30 pounds.
8. Computer and technology proficient: MS Office applications, database usage, and mobile phone apps. Membership (Daxko) software proficiency a plus.