



## ROWAN-CABARRUS YMCA JOB DESCRIPTION

Job Title: Assistant Aquatics Director	Department: Aquatics
Reports To: Candace Frambs	Job Type: Full-time
Incumbent Name:	Start Date:

### General Function:

Under the direction of the Aquatics Director and consistent with the Christian mission, the Assistant Aquatics Director is responsible for assisting the Aquatics Director in all the aspects of the aquatics department. Responsibilities include being on the lifeguard schedule a minimum of four times weekly; overseeing all components of swim lessons; managing high school swim teams and the West Cabarrus Summer Swim Team; assisting with recruitment and training of new guards; and administering all aquatics safety audits for active Lifeguards and Swim Instructors. In addition, the Assistant Aquatics Director will be responsible for customer service while in the pool area and act as the responsible staff person in charge (shift leader).

### Know How:

Incumbent must pass YMCA background checks and successfully complete and maintain CPR/AED and First Aid certifications or the ability to acquire them within 30 days of employment. CPR & First Aid certifications must include Adult, child, infant, and obstructed airway maneuver.

Incumbent must have or obtain LGI certifications within 30 days of employment

Incumbent must have or obtain CPO certifications for pool operation within 90 days of employment.

Incumbent must possess: High school diploma or equivalent; Minimum of 2 years Aquatics experience; and Current or willing to obtain RED CROSS Lifeguard certification.

Incumbent must be able to hear and see noise and distress signals; Sit or stand for extended periods of time on a lifeguard stand; Move to various locations, including in and around an elevated chair; Communicate verbally, including projecting ones voice across distances; and think in the abstract, solve problems, make decisions, instruct, evaluate, supervise, and remember.

### Physical Requirements:

This position requires the following, but is not limited to:

- Capable of swimming • Sight, hearing, and speaking • Tolerance to moderate noise levels
- Standing, walking, stooping, kneeling, squatting, climbing, sitting •Lifting and carrying a minimum of 50 lbs.
- Pulling a minimum of 100 lbs. • Dress professionally in appropriate attire for activity that promotes a high standard of morality • Be willing to work the required hours for proper facility operations

### Job Segments:

- Serve as Aquatics Department Leader when Aquatics Director is not on site
- Routinely inspect safety equipment to ensure it is operational
- Provide excellent customer service to all members, program participants, and guests
- Guard with staff shirt, rescue tube, whistle, and CPR pack
- Organize and oversee swim lesson planning, scheduling, evaluating and communication with participants; covering open shifts when needed.
- Scheduling 4 in services and trainings with swim lesson instructors, providing and maintaining V6 trainings and cpr classes for all staff.

- Have or obtain v6 training and v6 instructor training
- Supervise and coordinate all High School Swim Teams at the West Cabarrus YMCA as well as the West Cabarrus YMCA Summer Swim Team
- Assist Aquatics Director with the maintenance of the pools in the facility
- Attend and supervise all swim meets held at the West Cabarrus YMCA
- Maintain observation of pool at all times while working in the facility, unless on break or in a meeting
- Understand and execute appropriate EAPS when needed
- Administer swim test to children of appropriate age, according to the Rowan-Cabarrus YMCA Policy
- Attend YMCA Orientation sessions, training, and staff meetings as scheduled
- Review lifesaving skills, CPR, First Aid procedures, and be knowledgeable with the Aquatic Handbook
- Assist with scheduling Lifeguards and fill-in coverage as needed, dividing hours of open guard shifts accordingly per week with aquatics director
- Schedule and perform Aquatics Audits for each Lifeguard and maintain appropriate documentation for each Lifeguard and Audit
- Teaching and assisting in LG certs and recerts per month
- Perform other assignments as given by the Aquatic Director or a member of the YMCA Leadership team.

**Effect on End Results**

The effectiveness of the incumbent can be measured by:

- The vigilance in monitoring and ensuring the safety of the members and participants using the natatorium
- Attendance and preparedness
- Performance evaluations completed by the members
- Effectiveness will also be measured by the extent of which the incumbent is a supportive staff member achieving the overall goals of the Rowan-Cabarrus YMCA Association.

We understand and mutually accept that the above job description represents our agreement as to the job to be performed. This job description reflects management’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

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Employee Signature

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Date

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HR Director Signature

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Date