



Job Title: **EC South Healthy Living and Aquatics Director**

FLSA Status: Exempt

Type (Full Time/Part Time): Full Time

Reports to: Branch Director

Revision Date: 02/27/2024

POSITION SUMMARY/OBJECTIVES:

The Healthy Living and Aquatics Director is responsible for the development, organization, implementation and sustainability of all healthy living and aquatics staff, programs, and services. This includes but is not limited to management of the Lifestyle Fitness/Wellness Center and Pool Area, personal training/specialty fitness services, lifeguarding, swim lessons, specialty and group exercise programs, member/community engagement strategies, or other initiatives as they develop, equipment orientations, and youth, teen, and family health/well-being activities. Responsible for modeling our five values: Caring, Honesty, Respect, Responsibility & Inclusiveness.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions. Manages, directs, and supervises health and well-being activities, as well as aquatic activities, to meet YMCA objectives. Ensures high quality programs while establishing/directing/implementing new program opportunities (promoting growth) that are both facility-based and community-based.
2. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Reviews and evaluates staff performance, job descriptions, and wage schedules of personal trainers, wellness coaches and group exercise instructors. Develops strategies to motivate staff and achieve goals, while ensuring continuing education (when applicable) and development of curriculum. Facilitates communication and provides leadership to all employees and volunteers.
3. Assists with marketing department lead for distribution of program information and materials. Expands program awareness within the community in accordance with strategic and operation plans. Develops and maintains working relationships with organizations and agencies related to assigned programs within the community.
4. Ensures records of staff certifications are current and complete. Maintain/keep current personal certification and scheduling requirements within UKG Ready. Develop, model, and integrate systems and practices that encourage and sustain positive relationships and retention of members/participants. Work with staff teams to continually improve member/participant engagement and experience.
5. Create a system of staff in-services to ensure consistency of job performance standards. Ensure lifeguard staff act promptly and efficiently while executing emergency action plans. Monitor and evaluate the effectiveness of aquatic programs while ensuring implementation is at the highest level of safety and instruction.
6. Develops, manages, and controls budgets related to the position. Maintains accurate records. Ensures program operates within the budget and that program fees are collected. Compile and maintain program statistics. Monitor and evaluate program quality and enrollment.

7. Develops and nurtures collaborations with other organizations in order to strengthen programs, increase efficiency, enrich the value of each organization, and share in various infrastructure and administrative expenses.
8. Review and order equipment needs for the Healthy Living Department including cardio machines, selectorized/free weight machines, group exercise/personal training studio equipment. Schedule regular maintenance and weekly/monthly cleaning.
9. Continually cultivates relationships to support fundraising. Provides leadership support for annual fundraising campaign and volunteer committees/boards as assigned. Supports special events and activities. Identifies and writes grants (including United Way grants when applicable).
10. Create and continually monitor systems that encourage member/participant feedback. Responds to all member and staff questions and/or complaints in a timely manner and works to resolve problems.
11. Participates in employee meetings and/or related YMCA meetings and trainings. Occasional travel may be required.
12. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions. Fosters a climate of innovation and resolves problems to ensure member satisfaction. Supports the YMCA's commitment to inclusion of all members as required by Title III of the Americans with Disabilities Act. Job responsibilities may include implementing program modifications for persons with cognitive, behavioral or physical disabilities, including but not limited to the injection of medical glucagon to members with Type 1 diabetes in emergency situations
13. Perform all other duties as assigned by Supervisor.

COMPETENCY:

1. YMCA of the USA Foundations of Strength and Conditioning certification or other related certifications preferred, or ability to obtain within the first 90 days of employment. Must also have or obtain Lifeguarding Certification within 90 days. Certifications from other accredited agencies (e.g. ACE, IDEA) are accepted to compliment required YMCA training.
2. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention; Mandatory Reporter; CPR; First Aid; AED; Bloodborne Pathogens. Certifications must be kept current and up-to-date.

Y Competencies

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

The Y: We're for youth development, healthy living, and social responsibility.

WORK ENVIRONMENT:

This position will be based out of the Eau Claire South facility, with travel to the other facilities occasionally required. This position will spend the majority of the time in an office setting, but will also be required to have a presence all over the building, including in the pool.

PHYSICAL DEMANDS:

Physical Activity / Working Conditions (Identify the frequency with which each function is performed)													
N - Not Performed		O - Occasionally 1-33%				F – Frequently 34-66%				C - Continuously 67-100%			
Function		N	O	F	C	Function				N	O	F	C
Sit				x		Squat/Crouch							x
Stand				x		Climb Stairs							x
Walk				x		Lift/Carry over 50 lbs.					x		
Run			x			Push over 50 lbs.					x		
Kneel			x			Reach over head					x		
Bend/Stoop				x		Keyboard/Typing						x	
Operate Machinery			x			Look at a computer screen						x	
Lift/Carry 1 – 10 lb.					x	Exposure to Gas/Fumes					x		
Lift/Carry 10 – 20 lb.					x	Exposure to Dust					x		
Lift/Carry 20 – 30 lb.					x	Work with Chemicals					x		
Lift/Carry 30 – 40 lb.				x									
Lift/Carry 40 – 50 lb.				x									
<p>CUSTOMER SERVICE STATEMENT: Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.</p>													

AFFIRMATIVE ACTION POLICY STATEMENT:

The YMCA of the Chippewa Valley is committed to providing equal employment opportunity to all persons in all terms, conditions, and privileges of employment. The YMCA does not discriminate in employment based on race, creed, religion, sex, color, sexual orientation, national origin or ancestry, age, disability, marital status, arrest and conviction record, or any other characteristic or classification protected by federal, state or local law.

DISCLAIMER:

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I am able to perform all essential functions without special assistance. I understand that duties, responsibilities, and activities may change and/or new ones may be assigned at any time with little or no notice.

I understand and mutually accept that the Position Description is not a contractual agreement.

SIGNATURES:

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____