



POSITION: Swim Team Assistant Director

Salary Range: \$42,515.20 - \$53,144.00

JOB LOCATION: Asheville, NC

Position Type: Full-time, Salary

DEPARTMENT: Aquatics

Job level: Management

ABOUT US

The nonprofit YMCA of Western North Carolina strengthens local communities through youth development, healthy living, and social responsibility. Founded in 1889, we engage more than 100,000 people – regardless of age, income, or background – to nurture the potential of children and teens, improve the region’s health and well-being, and provide opportunities to give back and support the community. We do this through seven YMCAs, dozens of program sites, and YMCA Camp Watia. As the state’s largest provider of licensed school-age child care, we give more than 1,000 children a day the opportunity to learn, grow, and thrive. We are committed to being an anti-racist, multicultural organization by exposing racism and fighting the constructs that perpetuate racism and affect all cultures. We recruit staff who are passionate about giving back to the community, helping people, and upholding our core values of caring, honesty, respect, and responsibility. For more information, please visit ymcawnc.org.

ABOUT THE ROLE

As the Swim Team Assistant Director, you are responsible for assisting with leading, administering, and managing the competitive swim team in pursuit of swimming achievement, asset building, and character development. You are a vital member of the YMCA leadership staff and a highly visible representative of the YMCA mission and core values. They are accountable for knowing and properly executing all YMCA policies and procedures.

ESSENTIAL FUNCTIONS

- Contributes to the overall Y mission of strengthening communities through youth development, healthy living, and social responsibility.
- Interacts professionally with other employees, members, program participants, volunteers, and the community while always modeling the YMCA’s voice and core values.
- Develops, coordinates, markets, and evaluates all program offerings and services.
- Perform quality work within given deadlines and expectations with or without direct supervision.
- Assists in the hiring, training, and supervision of the staff within the department. Performs as the acting director of swim team staff in the absence of the Swim Team Director.
- Manages staff according to the department’s budget.
 - Any overtime must be pre-approved by the supervisor.
- Organizes and conducts department staff meetings as needed. Continually communicate with and inform staff about YMCA programs, current trends, and issues.
- Implements the Association’s risk management program to ensure safe facilities and programs for members, volunteers, and staff.
- Ensures the creation of seasonal, weekly, and daily plans for swimmers of multiple ages, skill levels, and locations.
- Represent the YMCA of Western North Carolina at local, regional, and national events, meetings, and training.
 - Including swim meets which require travel and overnight stays and irregular training hours including early mornings and weekends.

- Manages administrative duties, including disseminating program communication, organizing swim meet information, entries, and results, maintaining program records, coordinating volunteers, organizing team activities and projects, and recognizing individual and team achievements.
- Assists with the development and maintenance of the annual department budget.
 - Ensures programs operate within budget and established standards.
 - Continuously displays effective and efficient fiscal management.
- Attends, actively participates in, and assists with all required staff training, meetings, and program development activities.
- Supports the strategic direction of the Association, appropriate committees, and work groups.
- Performs office work as needed, such as filing, copying, record keeping, and payroll completion.
 - Ensure that all necessary paperwork and forms are accurately completed.
- Develop and maintain relationships with key partners, agencies, and other collaborative organizations related to the portfolio.
 - Respond to all participant and community inquiries promptly.
- Develop committed relationships. When representing the YMCA, share knowledge of programs, events, and resources with members and participants throughout the facility and within the community.
- Plays an active role in the Annual Campaign:
 - Ensures all staff are asked to give and provide a reply;
 - Facilitates or supports a campaign effort or event;
 - Collects and share stories of Y's impact;
 - Engages volunteers in our cause-driven work and/or campaign efforts.
- Performs other duties as assigned.

ABOUT YOU

Qualifications

- Bachelor's degree is required. An equivalent combination of experience and/or education can be considered in lieu of a bachelor's degree.
- At least two years of competitive swim team administration and three years of coaching, specifically age group swimming, or equivalent experience.
- Team Leader certification is preferred or obtained within two years of hire.
- Current safety certifications are required or must be acquired within 90 days of hire, including CPR & AED, First Aid, Lifeguarding or Safety Training for Swim Coaches, and Principles of YMCA Competitive Swimming and Diving.

Knowledge, Skills, and Abilities

- Requires strong oral and written communication skills.
- Requires a positive and enthusiastic attitude when assisting staff with requests.
- Communication skills relative to swimmers, coaches, and parents, including, but are not limited to, the ability to project one's voice in a crowded aquatic environment, explain skills and instructions in an age-appropriate manner, and maintain a positive but disciplined environment.
- Ability to direct department operations through volunteer development, staff supervision, development and monitoring of branch budget, marketing and public relations, and program development.
- Proficiency in Microsoft Office, HyTek, and Go Motion competitive swimming software programs or equivalent programs.

PHYSICAL ASPECTS OF THE JOB

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 essential functions.

- The employee is frequently required to sit and reach and be able to move around the work environment.
- Candidates must possess and maintain the physical and mental acuity necessary to obtain and retain required certifications and be able to perform required maneuvers while on duty.
- Observe all areas of the aquatic area, including the pool deck, water surface, and pool bottom
- Communicate verbally with good voice projection and clarity.
- Remain alert with no lapses of consciousness.

FULL-TIME BENEFITS

Full-time employees receive medical, dental and vision insurance, group life insurance and long-term disability paid by the Y; short-term disability, term life insurance and dependent life insurance is available for purchase; generous paid time off, retirement plan with employer contribution of 12% of salary (subject to eligibility requirements), free YMCA membership, free afterschool childcare and summer day camp and program discounts.

The YMCA of Western North Carolina is committed to equal opportunity in terms and conditions of employment for all employees and job applicants without regard to race, color, faith, gender, pregnancy, national origin, age, disability, sexual orientation, gender identity, veteran status, citizenship status, genetic information, gender expression, or any other characteristic protected by applicable law, except where a bona fide occupational qualification applies.