



JOB DESCRIPTION:

Program Director

City of Ypsilanti

General Description:

Rutherford Pool, located at [975 N. Congress](#), is a city-owned pool located in Recreation Park in Ypsilanti, Michigan. In 2004, the Friends of the Rutherford Pool (FoRP), a newly formed 501(c)(3) nonprofit group, began operating the pool on behalf of the City. A lack of funds for necessary repairs forced the Rutherford Pool to close at the end of the 2011 season. Following a successful two-year fundraising campaign, the Rutherford Pool will re-open for the 2014 season with a completely rebuilt pool, mechanicals and deck.

The Program Director reports directly to the Pool Manager. This person is responsible for overseeing the pool program including all aspects of instruction, recreation and fitness to meet the needs of the community and create a vibrant recreational culture focused on fun and fitness to ensure the successful operation of the pool throughout the swimming season.

Program Director-

- Responsible to the Pool Manager
- Minimum 21 years of age
- Supervises Head Guard, Head Instructor and their staff as well as other program staff as determined by program needs.
- Develops, promotes, and provides for a robust recreational, instructional and competitive aquatic program that meets the mission of the Rutherford Pool.
- Schedule adequate guards and instruction staff to meet the needs of the program.
- Maintain office and instructional areas in a clean, professional and inviting condition.
- Be a positive role model for all staff.
- Ambassador to Guests
- Other duties as assigned by the Pool Manager

The Program Director is responsible for performing the administrative tasks necessary to accomplish his or her job, including but not limited to:

- Maintenance of records and administrative paperwork as appropriate;
- Participating in and assisting with trainings for staff to ensure the support of their leadership development;
- Attending staff, Board and other meetings and events as assigned.

Qualifications:

- At least 21 years of age,
- Minimum of a High School Diploma, Associates degree preferred,
- Demonstrated success in a position of responsibility in pool supervision; Demonstrated experience in program and activity development, Knowledge of child development, Strong organizational skills; Demonstrated ability to work well with City and community leaders; Capacity to develop a culture of good relations with the public and City and community leaders.
- Certification as an American Red Cross Instructor for Lifeguard and CPR/AED Certification preferred.
- Experience in aquatic activities, including instruction, competition and recreation.
- Able to work flexible hours as required to meet the demands of the job including evenings and weekends.

Compensation: Salary commensurate with relevant experience and qualifications.

To Apply: Interested applicants should provide a short written response the following prompt:

Why is a community pool an essential part of a healthy community?

or

Describe an experience where a public pool made an difference in the life of someone.

Please send resume, three references, and written response to:

Judy Smith, Director of Human Resources

By Mail: City of Ypsilanti
1 S. Huron St.
Ypsilanti, MI 48197

By email to jsmith@CityofYpsilanti.com

Application Deadline: Please apply before close of business, March 21, 2014. Applications received prior to the closing date will be given priority, but we will continue to receive applications until the position is filled.

The Friends of the Rutherford Pool/City of Ypsilanti is an equal opportunity employer.