



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BECOME A PART OF OUR Y FAMILY



Job Opportunity within the Jets Swim Team

Imagine going to work knowing that what you do each day positively affects the lives of the people in your community. Working at the Y, you'll discover more than a job—you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you.

COMPETITIVE AQUATICS MANAGER

This position will be responsible for assisting with the administration and operation of the Joliet Y Jets Swim Team, primarily in regards to programming at the Morris Hospital YMCA and the Village of Shorewood YMCA locations. This includes the development and administration of season plans and daily practices, being involved in all methods of team communication, handling meet entries and planning clinics and other team events. They will work closely with the Director of Competitive Aquatics to ensure full realization of the team/YMCA mission and vision; strong communication, collaboration and cooperation with all staff.

The Greater Joliet Area YMCA rewards dedicated full-time employees by offering a competitive benefits package that includes a defined contribution retirement plan with a percentage of salary contributed by the association (when eligibility requirements are met), paid time off, health insurance including medical, dental and life insurance, a free family membership and professional development opportunities.

Please submit your application/résumé on our website at www.jolietymca.org, by Thursday, June 19th.

If you have questions, please contact Recruitment & Engagement Specialist Mark Williams at 815-782-0817.

Would you like to improve your resume writing or interviewing skills? Whether you are applying for a position internally or outside of the Y, the Human Resources department is here to help! To make an appointment please call 815-782-0817.

GREATER JOLIET AREA YMCA

749 Houbolt Road | Joliet, IL 60431
(815) SAY-YMCA | www.jolietymca.org





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COMPETITIVE AQUATICS MANAGER

Job Title: **Competitive Aquatics Manager**

FLSA Status: Non-Exempt, Full-Time

Reports to: Director of Competitive Aquatics

Revision Date: 05/28/2025

POSITION SUMMARY:

Responsible for assisting the Director of Competitive Aquatics with the administration and operation of the Joliet Y Jets Swim Team, primarily in regards to programming at the Morris Hospital YMCA and the Village of Shorewood YMCA locations. This includes the development and administration of season plans and daily practices, being involved in all methods of team communication, handling meet entries and planning clinics and other team events. This position will work closely with the Director of Competitive Aquatics to ensure full realization of the team/YMCA mission and vision; strong communication, collaboration and cooperation with all staff; which is critical in this role. Primary practice site will be the Morris Hospital YMCA with some site visits to other practice locations planned.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Organizes and supervises competitive swimming activities to meet YMCA objectives. This includes swim practices, dryland, swim meets, clinics and other special events.
2. Develops and administers quadrennial, seasonal and daily plans for practice levels.
3. Plans practice schedules and swim meet schedules, manages meet entries and results, develops motivational materials and maintains records as required (i.e. attendance, test set results, meet statistics, progress reports, etc.).
4. Assists with the management of the JETS online presence, including the JETS website and social media, in compliance with Y-USA Brand Standards. Coordinates with Metro Marketing Department as needed.
5. Builds effective, authentic relationships with athletes, parents, and coaches; helps them connect with each other and the YMCA. This includes but is not limited to, providing mentorship for assistant coaches, and orchestrating a smooth, organized onboarding and orientation process for swimmers and their families.
6. Communicates effectively and collaborates with each location's host branch staff to inform of practices, meets, and other team-related events. Conveys information and schedules as appropriate, including communication with parents regarding policies, reminders, progress reports and common questions. Responds to all inquiries in a timely manner.

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7. Assures compliance with YMCA Swimming and USA Swimming.
8. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
9. Organizes, cleans and puts away needed equipment. Reports damaged equipment.
10. Assists with any other duties assigned by the Director of Competitive Aquatics.

YMCA COMPETENCIES (LEADER):

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.

QUALIFICATIONS:

1. Associates Degree or equivalent years of experience.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification, Lifeguarding, Principles of YMCA Competitive Swimming, and all required USA Swimming certifications and courses.
3. Requirements within 30 days of hire include completion of New Staff Orientation; Bloodborne Pathogens; Child Abuse Prevention; Sexual Harassment Prevention; Active Shooter training; and Slip Trip and Fall prevention.
4. Must be able to demonstrate coaching knowledge, skills and philosophy in accordance with YMCA standards. ASCA Level 2 or higher preferred.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Applicants Name (printed)

Date

Signature: _____

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