

SECA Director Job Description 2026

Position Overview & Summary

- **Title:** Director, [Southern End Community Association \[SECA\]](#)
 - **Location:** Quarryville, PA (299 Park Avenue)
 - **Organization:** [Southern End Community Association \[SECA\]](#) (A 501(c)(3) nonprofit community organization)
 - **Reports To:** SECA [Board of Directors](#)
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Position Summary

The Director serves as the primary operational and administrative leader of the [Southern End Community Association \[SECA\]](#), driving the mission to create recreational opportunities and high-value programs for residents of Southern Lancaster County. The Director provides visionary leadership, oversees day-to-day operations of the 17-acre community park, pool, and facilities, and works collaboratively with the Board of Directors, staff, volunteers, donors, and the local community.

Key Responsibilities

1. Pool Operations & Aquatic Management

- **Direct Management of Pool Operations:** Oversee all facets of the seasonal outdoor pool facility, ensuring a safe, clean, and welcoming environment for members and guests.
- **Staffing & Scheduling:** Recruit, hire, train, and supervise aquatic personnel, including lifeguards, swim instructors, and front-desk staff. Build and manage comprehensive shift schedules to ensure proper coverage and compliance with safety standards.
- **Payroll & Administration:** Oversee aquatic staff timekeeping, payroll processing, and adherence to operational budgets.
- **Aquatic Programming:** Plan, coordinate, and market pool-based programs—such as youth and adult swim lessons, water aerobics, swim teams, Lifeguard training courses, and special community splash events.

2. Facility & Property Management

- Provide direct oversight and coordination for SECA's year-round recreational facilities, including the 17-acre park, fishing pond, playgrounds, skateboard park, courts, and building/pavilion rentals.
- **Maintenance Oversight:** Supervise required maintenance and repairs for the property, buildings, and grounds to ensure a safe and operational environment.

- **Equipment & Supplies:** Direct the purchase, proper use, and ongoing maintenance of facility equipment, tools, and operational supplies.
- Ensure all facilities meet strict safety standards, American Red Cross guidelines, and applicable municipal and state regulations. Maintain safety logs required by insurance.

3. Program & Community Management

- Supervise the planning and execution of diverse community programs, such as summer camps, sports leagues, fitness classes, and special events (e.g., the Annual Golf Tournament and Benefit Auctions).

4. Administration, Staff & Volunteer Leadership

- **Personnel Management:** Recruit, hire, train, and schedule staff and volunteers as needed across administrative, seasonal, and program functions.
- Evaluate staff performance and foster a collaborative, positive team culture.
- Manage day-to-day business operations, including general inquiries, facility bookings, and administrative workflows.
- Collaborate closely with the [Board of Directors](#) to implement organizational policies, report on operational metrics, and support governance initiatives.

5. Financial Management, Fundraising & Financial Tracking

- Partner with the Board Treasurer and officers to develop, manage, and monitor the annual operating budget to ensure long-term financial sustainability.
- **Expenditure Tracking:** Monitor and track expenditures closely for all individual programs and projects to ensure fiscal responsibility and adherence to budget guidelines.
- Lead fundraising initiatives, grant writing, and donor stewardship efforts to secure financial support, maintain minimal activity fees for local families, and expand community offerings.
- Cultivate and manage relationships with local business sponsors, donors, and community partners.

6. Community Relations & Marketing

- Serve as the public face and chief ambassador for SECA, fostering positive relationships with community members, local organizations, and municipal leaders.
- Oversee community communications, including newsletters, digital marketing, event promotions, and website updates to maximize program participation.

Qualifications & Competencies

- **Experience:** Prefer 3–5 years of leadership experience in nonprofit management, recreation administration, facility/property maintenance, or a related business field.

- **Aquatic & Facility Certifications:** Preferred familiarity with pool chemistry, building maintenance, safety compliance, and American Red Cross operational standards.
- **Leadership Skills:** Proven ability to recruit, train, schedule, and lead staff and volunteers with strong organizational and decision-making capabilities.
- **Financial & Administrative Acumen:** Demonstrated experience in budget development, program expense tracking, payroll oversight, equipment purchasing, financial monitoring, and fundraising or grant management.
- **Communication:** Exceptional written, verbal, and interpersonal communication skills with a strong customer-service and community-first orientation.
- **Mission Alignment:** A deep commitment to community engagement and expanding local recreational opportunities in Southern Lancaster County.

Required certifications for the Director position will be paid for by SECA or reimbursed by SECA.

Lifeguard Certification

Clearances: Criminal Background check, Child Abuse Clearance, FBI Fingerprint

Certified Pool Operator (CPO) or Aquatic Facility Operator

Pesticide Applicator in PA with Swimming Pool Certification

PA Department of Health Certificate of Registration for Day Camp

ServSafe Food Handler Certification

OSHA 10 Certification