



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Aquatic Coordinator**

FLSA Status:

Status: F/T

Reports to: Senior Aquatic Director

Department: Aquatics

Revision Date: April 2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality, member-focused YMCA aquatic programs.

ESSENTIAL FUNCTIONS:

1. Supervise program activities to meet the needs of the community and fulfill YMCA objectives.
2. Assists the Sr. Aquatic Director with staff schedules and directs personnel and volunteers as needed. Assists the Sr. Aquatic Director with the development of strategies to motivate staff and achieve goals.
3. Ensures records of staff are current and complete, including certifications/trainings.
4. Create and implement schedules to ensure the Aquatic Department is adequately staffed to ensure high quality programs are conducted, while maintaining ratios.
5. Make certain certified lifeguards are on duty at all times to ensure the safety of all members and guests utilizing the YMCA Aquatic facility.
6. Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
7. Conducts and ensures proper maintenance of pools. Ensures that schedules of pool facilities are followed. Ensures that accurate records of pool chemical levels and facility maintenance are maintained.
8. Conducts lifeguarding, swim instruction, First Aid and CPR in-service training monthly for staff.
9. Ensures that schedules for swim classes, water fitness classes, and swim team practices and meets are posted and available to members and staff.
10. Create scheduling which utilizes both pools to the maximum amount possible.
11. Assists in YMCA fund raising activities and special events as requested.
12. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
13. Performs other duties as assigned.

YMCA COMPETENCIES (Team 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. Current Lifeguard Certification. Lifeguard Instructor preferred
2. One to two years of Swim Instructor experience. YMCA Swim Instructor v6 certification to be taken within 3 months of hire.
3. Minimum age of 21.
4. Ability to assist with the daily supervision of a diverse aquatic staff of lifeguards, swim instructors, swim coaches and water fitness instructors. Some prior supervision of staff preferred.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Strong organizational and communication skills.
7. Computer experience with Excel, Word, PowerPoint and Publisher.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

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

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____