



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: Aquatic Coordinator

Department: Aquatics

FLSA Status: Non Exempt Hourly

Revision Date: 1/2019

Status: Full Time

Reports to: Aquatic Director

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. Under the direction of the Aquatics Director, the Aquatic Coordinator will coordinate and supervise the day-to-day operations of the aquatics department. The Aquatic Coordinator will also provide leadership, instruction and motivation for aquatics staff in accordance with YMCA policies and procedures. They will create a safe and positive atmosphere which promotes member safety, engagement and satisfaction.

ESSENTIAL FUNCTIONS:

1. Supervise pool and aquatic program activities to meet YMCA objectives.
 - a. Ensure program quality
 - i. Ensure lifeguard staff are monitoring patrons and portraying professional behavior at all times
 - ii. Ensure no distraction or interference with guards ability to hear or see signs of distress.
 - b. Monitor member service
 - i. Develop relationships with members
 - ii. Obtain regular feedback on programs.
 - c. Work 12-15 hours during the week as swim instructor or lifeguard and fill in as necessary
 - d. Monitor daily pool operations to adhere to safety regulations
 - e. Monitor completion of daily/weekly cleaning tasks
2. Hires, trains, supervises, schedules and evaluates part-time staff to ensure all tasks are completed as required and scheduled.
 - a. Approves payroll of part-time staff.
 - b. Evaluate employee performance and handle disciplinary issues with staff.
 - c. Perform scanning drills on staff monthly.
 - d. Develop strategies to motivate and engage staff.
 - e. Perform CPR audits on all staff.
 - f. Develops strategies to motivate staff and achieve goals.
 - g. Assist in the delivery of instructions and staff trainings.
3. Assists in YMCA fundraising activities and special events.
4. Accepts additional assignments as deemed appropriate, within the scope of the job description

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust

and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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. One to two years related experience and aquatics background required.
2. Maintain current certifications; American Red Cross CPR, AED and First-Aid Certifications. Current Lifeguard Instructor Certification preferred.
3. Possess mature judgement and sound decision-making skills.
4. Excellent interpersonal, communication, and problem solving skills.
5. Ability to read and interpret instructions, procedures, manuals and other documents
6. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
7. Working knowledge of computer programs – Microsoft office
8. Work hours include afternoons and Saturdays: Monday-Thursday 11am-7pm and Saturday 11-7pm.
9. Minimum age 21.

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORKING CONDITIONS:

1. Visual, auditory, and verbal ability to communicate effectively.
2. Must have high level of alertness, concentration, and initiative.
3. Sufficient strength, agility, and mobility to perform job responsibilities in pool environment
4. Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____