



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: Aquatics Coordinator

FLSA Status: Non-Exempt

Reports to: Aquatic Director

Revision Date: 8/12/018

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### POSITION SUMMARY:

Develops, organizes and implements high quality, member focused YMCA Aquatic programs.

### ESSENTIAL FUNCTIONS:

1. Provides 10 hours of direct program support either guarding, teaching, coaching or a combination of all 3.
2. Works an additional 15 hours on administrative tasks including, but not limited to, guard and instructor scheduling, member communication, safety and emergency testing, program development and scheduling, etc.
3. May provide upto 5 hours of fill in coverage for absent guards or instructors.
4. Will work Saturdays 8:00 – 1:00pm
5. Oversees swimming lessons in accordance with YMCA guidelines, ensuring instructors have prepared lesson plans, skill development sheets and progress reports accordingly.
6. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
7. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
8. Maintains records as required (i.e. attendance, progress reports, etc.).
9. Conducts and attends staff meetings and trainings as scheduled.
10. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
11. Maintains pool and rescue equipment. Reports damaged equipment.
12. Trains, supervises and evaluates staff and volunteers.
13. Models relationship-building skills in all interactions. Responds to member and community inquiries and complaints in a timely manner.
14. Assists with development, marketing and promotion of all Y aquatic programs.
15. Assists with fund-raising activities and special events.

## **YMCA LEADERSHIP COMPETENCIES:**

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Certifications: Lifeguard, CPR for the Professional Rescuer with AED.
2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
3. Two years related experience as an aquatic coordinator or supervisor.
4. YMCA Swim Instructor certification, or equivalent.
5. Pool Operator's certification (if possible)
6. Ability to teach a water exercise class.
7. Ability to work with diverse groups from all social and economic segments of the community.
8. Basic working knowledge of computer systems and ability to utilize Y program software.

## **WORKING CONDITIONS:**

1. Ability to work a 40-hour week with irregular work hours including Saturdays.
2. Ability to stand or sit while maintaining alertness for several hours at a time.
3. As a lifeguard you must obey universal precautions as you may have exposure to communicable diseases and bodily fluids.
4. Ability to assist children and members with physical limitations.
5. Ability to speak concisely and effectively communicate.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
7. Ability to view/enter data for long periods of time.