



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**

Job Code: (unique to Y)

FLSA Status: Non - Exempt

Job Grade: (unique to Y)

Reports to: Aquatics Director

Revision Date: 06/11/2019

POSITION SUMMARY:

Assists with the day to day management of the Aquatic Department and major area of aquatic programs which includes providing program support, maintaining certification records, scheduling staff, and assisting in ensuring pool safety and proper maintenance.

ESSENTIAL FUNCTIONS:

1. Assists with the recruitment, hiring, training, developing, scheduling and directing personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Maintain personnel records and appropriate paperwork for part time departmental staff and volunteers.
2. Assists with monitoring daily pool operations to adhere to all state, local, and YMCA health and safety regulations.
3. Maintains accurate records of staff certification and training compliance.
4. Assist with the development, coordination, promotion and evaluation of aquatic programs and activities such as swim instruction, water fitness, and recreational, competitive programs.
5. Ensures high quality programs and ensures program target enrollments are met.
6. Provides assistance with the daily, monthly and seasonal pool schedules, with emphasis on appropriate guarding rotations and pool supervision.
7. Assists in the marketing and distribution of aquatics program information in a timely manner, may organize and schedule program registrations.
8. Assists in YMCA fundraising activities and special events.
9. Responds to all member and community inquiries and complaints in timely manner.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program and responds to customer feedback.
11. Develops and maintains collaborative relationships with community organizations.
12. Teach classes and lifeguard as necessary.
13. Available to work flexible hours.
14. All 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. Two years of college education in a related field preferred.
2. One to three years related experience and thorough understanding of customer service and it's a relationship to membership development.
3. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens. Current American Red Cross and YMCA Lifeguard certification and completion of YMCA program-specific certifications.
4. Must have certified pool operator certification or course successfully completed within the first 90 days or available training. Must have excellent computer skills; proficiency in Microsoft word and excel.
5. Must have excelled verbal and written communication skills and the ability to interact with a diversity of people and various levels of personnel.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

Employee Signature

Date

Supervisor Signature

Date