



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SIDNEY-SHELBY CO. YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**

Status: P/T Hourly, Non-Exempt

Reports to: Senior Program Director

Department: Aquatics

Revision Date: 07/29/2024

POSITION SUMMARY:

Responsible for the direct supervision, control and safety of members and participants during swimming lessons, competitive, recreational and lap swimming. The Aquatics Coordinator will also monitor aquatic facility equipment and pool chemistry.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Develops and maintains collaborative relationships with community organizations.
2. Establishes new program activities, increases participation, and expands programming within the community in accordance with Association strategic and operating plans.
3. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff and volunteer performance. Develops strategies to motivate staff and volunteers to achieve goals. Ensures records of staff certifications are current and complete.
4. Develops and nurtures collaborative relationships with community organizations.
5. Engages volunteers and assists with volunteer committee meetings.
6. Conducts and maintains accurate aquatics records and equipment.
7. Creates and schedules aquatics programs and classes.
8. Assists in the marketing and distribution of program information.
9. Coordinates use of facilities for program activities and assists with special events.
10. Monitors and assists in the maintenance of a clean and sanitary program and aquatics environment to adhere to all state, local and YMCA health and safety regulations.
11. Conducts and ensures proper cleaning and maintenance of pool in conjunction with YMCA Building and Property Manager. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
12. Inspects equipment within program and aquatics areas for safety hazards, damage, or wear.
13. Conducts lifeguarding, group and one-on-one swim instruction, First Aid and CPR trainings.
14. Conduct monthly in-service training, monthly lifeguard, and branch safety audits.
15. Creates, schedules, and/or teaches swim classes, 1-on-1's, water fitness classes and swim team practice and meets.
16. Assists in YMCA fund raising activities and special events.
17. Models' relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
18. Manage and supervise the swim team by assisting and supporting the coaches, parents, and

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swimmers. Attends monthly Swim Team Parent meetings.

19. Establishes new program activities, increases participation, and expands programming within the community in accordance with Association strategic and operating plans.
20. Complete annual youth abuse prevention training and other related trainings
21. Performs other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.

QUALIFICATIONS:

1. One to two years related experience preferred.
2. Minimum age requirements may apply; for example, minimum age of 21.
3. Typical requirements within 30 days of hire include: completion of: Lifeguard/CPR/AED/First Aid Certification and American Red Cross Lifeguarding, Instructor Certification, LGI (ARC), become YSL Instructor
4. Completion of YMCA program-specific certifications.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.