



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of North Central Ohio

Job Title: Aquatics Coordinator
FLSA Status: Non – Exempt
Reports to: Aquatic Director

Job Code: 03-01
Job Grade: TL
Date: 03-21-2019

POSITION SUMMARY:

Under the direction of the Aquatic Director , in cooperation with other Y staff, the Aquatic Coordinator will manage the operations of the Aquatic Department, including but not limited to program support, staff recruitment, staff supervision, pool safety management, and training/development. Candidate will hold a high level of fiscal responsibility for the Aquatics department. The person must demonstrate a commitment to the YMCA Core Values of Caring, Honestly, Respect and Responsibility.

ESSENTIAL FUNCTIONS:

1. Work with Aquatic Director to promote aquatics programming and increase participation across all programming venues.
2. Complete all new hire training and orientations for all aquatic staff.
3. Plan, organize and conduct programming that meets or exceeds expectations and needs of the community while also supporting the developed budget.
4. Be on-deck and readily available during programming to assist and support (as scheduled). Conduct first class orientation for all participants/parents, identifying the goals and objectives as well as the specific skills to be taught in the program.
5. Recruit, hire, train, motivate and evaluate lifeguards, instructors and Volunteers in accordance with the direction determined above. Plan and develop Instructor training curriculum by which lifeguards and instructors are developed and evaluated against.
6. Set, manage, and communicate the standards for progression among the various skill levels, with direction of the Director of Youth Development. Work with other resources to provide progressive instruction that would bridge the skills acquired from swim lessons to entry level swim team. 6. Assist in development and management of the annual budget.
7. Effectively manage the substitution process and fill in when needed to maintain member satisfaction and expectations.
8. Distribute and compile program evaluations for each session of Progressive Instruction.
9. Coordinate and conduct Observation/Placement testing for new swimmers.
10. Coordinate any special group lessons or events (ie: Safe Swim, School Phys Ed options, Day Camps, etc.), securing instructors and implementing the program set forth.

REQUIRED CERTIFICATIONS:

CPR, First Aid, Lifeguarding, O2, Y Swim Instructor Certification, American Red Cross Lifeguarding Instructor and Certified Pool Operator, or the ability to obtain these certifications within 90 days of hire.

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.

CAUSE-DRIVEN LEADERSHIP® COMPETENCIES:

A successful Aquatics Coordinator will provide key leadership to the organization, swim team, and Aquatics Director. Their involvement in the programming will assist in the attainment of individual and association goals and objectives. They will project a positive image of the organization, aquatics department and all other programs of the association, while also developing family and community partnerships. They will infuse programs and staff with the YMCA core values of caring, honesty, respect, and responsibility, in accordance with the organizations mission. The effectiveness of programs will be measured by the following;

1. Program enrollment numbers compared to agreed-upon projections.
2. The degree to which program objectives were accomplished each session.
3. The degree to which programs are developed and implemented to meet the needs of the changing community.
4. The degree to which programs

AGREEMENT:

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Aquatics Coordinator for the Mansfield Area Y.

Aquatics Coordinator (Signature)

Date

Aquatic Director (signature)

Date