



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of North Central Ohio

Job Title: **Aquatics Coordinator**

Job Location:

FLSA Status: Non-Exempt

Job Code:

Reports to: Membership Engagement & Aquatics Director

Revision Date: 1/12/22

Leadership Level: Team Leader

Primary Department: Aquatics

POSITION SUMMARY:

Under the direction of the Membership Engagement & Aquatics 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, Honesty, Respect and Responsibility.

ESSENTIAL FUNCTIONS:

1. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
2. Leads daily pool operations to adhere to all state, local and YMCA health and safety regulations and conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance.
3. With assistance of the ME&A Director, responsible for recruiting and hiring staff and volunteers across multiple dimensions of diversity. Onboardings and developing them for success. Conducts lifeguarding, swim instruction, First Aid and CPR trainings. Ensures records of staff certifications are current and complete.
4. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations and external partnerships. Maintains regular, clear, and concise communication within area of responsibility and amongst peer team.
5. Manages the program, including execution of and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the pool facilities; and creating and scheduling the classes, practices and meets to meet optimal membership satisfaction.
6. 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
7. Completion of YMCA program-specific and trainer certifications and CPO
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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 Director):

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 DIRECTORSHIP® COMPETENCIES:

A successful Aquatics Director will provide key Directorship 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 Director for the Mansfield Area Y.

Aquatics Coordinator (Signature)

Date

Membership Engagement & Aquatic Director (Signature)

Date