



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KANDIYOHI COUNTY AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**
FLSA Status: Non-Exempt
Reports to: Associate Executive Director
Leadership Level: Team Leader

Job Code: XXXX
Job Grade: XX
Revision Date: 4/2020
Department: Aquatics

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Aquatics Coordinator at KandiyoHi County Area Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success. Schedules and supervises staff. Conducts trainings in lifeguarding, swim instruction, First Aid, CPR/AED, CPR-PRO or Basic Life Support and Emergency Oxygen Administration. Ensures records of staff certifications are current and complete.
2. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
3. Plans and conducts aquatics Staff meetings and in services.
4. Lifeguards and teaches swim lessons.
5. Assist in organization and planning of aquatic programs.
6. Assist in evaluating programs for mission and fiscal effectiveness.
7. Know, understand, and consistently applies safety rules, policies and guidelines for the pool and aquatics area.
8. Monitor and re-supply First Aid kits, AED and oxygen tanks.
9. Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by supervisor.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Functional Expertise
- Critical Thinking & Decision Making
- Developing Self & Others



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QUALIFICATIONS:

- Two years related experience preferred (e.g., as an aquatics coordinator or supervisor).
- Completion of YMCA aquatics training or equivalent
- Certification and instructor level for CPR-PRO or Basic Life Support, Basic First Aid, Emergency Oxygen Administration, CPR/AED, YMCA Lifeguard or equivalent, YMCA Lifeguard Instructor or equivalent, and YMCA Swim Lesson Instructor. Must remain current at all times.
- Additional trainings as required by the position.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____