



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## GREATER WYOMING VALLEY AREA YMCA

Job Title: **Aquatics Coordinator**

Reports to: Senior Program Director

Starting Rate: \$36,500/year

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### POSITION SUMMARY:

Assists the Senior Program Director in supervising all areas and functions of the aquatics department at the Hazleton branch; including but not limited to group and private lessons, aquatic events, aquatics staffing. Hires, trains, and supervises all aquatics department staff; including but not limited to lifeguards and swim instructors. Works directly with the Senior Program Director to ensure proper development of aquatic programming. Maintains safe swimming conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures.

### ESSENTIAL FUNCTIONS:

1. Ensures continuous surveillance for a safe pool area. Including creating and adjusting monthly lifeguard schedule as needed.
2. Hires, trains, certifies (if needed), and supervises lifeguard team at the Hazleton branch.
3. Supervises swim instructors and ensures that group and private lessons are taught to the highest standards according to the YMCA swim lesson curriculum guidelines.
4. Coordinates lifeguard placement and rotations for efficiency and safety.
5. Communicates any issues or concerns directly with the Senior Program Director or Branch Executive Director. Works with the directors to solve any issues that may arise.
6. Communicates directly with swim instructors and coaches concerning scheduling, requests off/coverage, etc. Works with staff directly to ensure all program shifts are covered.
7. Actively searches for ways to improve and develop aquatic programming (lessons, swim team, events, etc.)
8. Maintains effective, positive relationships with members, participants, and other staff.
9. Ensures pump room operations, including chemical levels, water clarity, and chlorine/acid tanks are at the appropriate levels and standards.
10. Maintains active surveillance of the pool area when required.
11. Reports any problems/hazards with facility and staff incidents to the Senior Program Director when immediate actions cannot fix the problem.
12. Ensures adequate patron-to-lifeguard ratios are maintained at all times.
13. Lifeguards and teaches swim lessons as necessary (in-ratio 15-20 hours per week).
14. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.

15. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area. Maintains accurate records as required by the YMCA and/or the state Health Department code.
16. Performs equipment checks and ensures appropriate equipment is available as needed.
17. Checks the pool for hazardous conditions when arriving.
18. Performs chemical testing when not guarding, as required, and takes appropriate action.
19. Conducts staff meetings and in-service training as directed by the Senior Program Director and Branch Executive Director.
20. Teaches Lifeguard and CPR/First Aid classes to the public as directed.

### **QUALIFICATIONS:**

1. Minimum age of 18.
2. 3 years of lifeguarding experience a plus
3. At least 2 years of swim instruction/swim coaching experience a plus; swimming background strongly preferred.
4. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid, YMCA Lifeguard/Red Cross Lifeguard or equivalent (instructor certification preferred upon hire, willing to train).
5. CPO certification desirable.
6. Current YMCA Swim Instructor or Red Cross WSI Certification strongly preferred. Willing to train as needed.
7. Bilingual (English/Spanish) strongly preferred.
8. Ability to maintain certification-level of physical and mental readiness.
9. Must demonstrate lifeguard skills in accordance with YMCA standards.
10. Experience in supervision of staff.
11. Must have visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
12. Must have ability to observe participant activities adequately, to enforce safety regulations and to apply appropriate policies and procedures.
13. Ability to pass background checks in accordance with all YMCA policies for child abuse prevention.
14. Must be able to work a minimum of 15-20 hours per week as a lifeguard/swim instructor with up to 20 hours per week of administrative work.

### **PHYSICAL DEMANDS:**

1. 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.
2. Meet strength and lifting requirements.
3. See and observe all sections of an assigned zone or area of responsibility. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
4. Must be able to perform frequent bending, squatting, stretching, and skills equivalent to rescuing a distressed or drowning victim.

## YMCA COMPETENCIES (leader):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

### Employee Acknowledgement

*I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.*

Employee Name \_\_\_\_\_

Branch: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

**YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.**