



TITLE: Aquatics Coordinator
STATUS: Full-time, Non-exempt
REVISED: Aug-25

DEPARTMENT: 05-Aquatics
REPORTS TO: Aquatics Director
BRANCH: Pabst Farms

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Assist director with administration, supervision and development of aquatic programs and services.

QUALIFICATIONS:

- Work experience in aquatics programming/environment, required.
- Staff supervision experience, preferred.
- Certifications that must be obtained and maintained within first 90 days: Lifeguard (LGI), Water Safety Instructor (WSI), Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Ensure safe operation of aquatic programs and activities, adhering to and exemplifying Association policies, procedures, and guidelines.
- Work alongside department staff, delegate tasks and responsibilities, monitor performance and provide development and leadership. Report staff successes and/or issues to department directors.
- Ensure sufficient staff-to-participant ratios for assigned programs and services, personally covering shifts if necessary.
- Assist department directors with staff training & onboarding, skills tests & performance observations.
- Maintain good public relations and open communication with members and swim lesson parents.
- Ensure safety and cleanliness of all equipment and facilities, appropriately address or report issues.
- Promptly respond to all emergency situations by adhering to the current emergency procedure guidelines.
- Maintain required records specific to aquatics department facilities, programs and activities as assigned.

YMCA COMPETENCIES (Team Leader):

Advancing Our Mission & Cause

- Holds others accountable for implementing the change.
- Ensures programs and services meet community needs.
- Educates staff, volunteers, and members about the charitable nature of the Y.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.
- Tells the Y story in regular interactions with members.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Writes clearly and concisely, using correct grammar, vocabulary, and appropriate tone for the message or audience.
- Creates a safe environment in which others feel welcome and respected.
- Addresses behaviors and practices that do not support inclusion in positive and equitable ways.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- On-boards and develops staff and volunteers for success.
- Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow.
- Regulates behavior based on assessment of situation, personal feelings, strengths, and limitations.
- Reflects on and learns from successes and mistakes.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date