

Job Title: Aquatic Coordinator

Reports to: Aquatic Director

Supervises: Lifeguards and Swim Lesson Instructors

Description

Under director leadership and supervision of the Aquatic Director, manages the day-to-day operations of the pool, including direct supervision of the swim lesson program and lifeguards. Schedule may vary, but will mainly be afternoons, evenings and Saturday mornings. Schedule is subject to change due to special events or uncovered shifts. Total hours per week will be 30-35.

Job Functions

- Related to lifeguards
 - Ensure all shifts are covered as needed by scheduling the appropriate number of lifeguards as conditions warrant. Includes scheduling lifeguards for afterhours rentals.
 - Will be the first person called if a lifeguard does not show up for a shift. Is responsible for finding someone to cover the shift. If no one is available to cover a shift, the Aquatic Coordinator will cover it.
 - Plan and schedule all lifeguard in-service trainings. This includes monthly one-on-one trainings and quarterly entire staff trainings. Develop a system to evaluate and track staff performance during trainings.
 - Check first aid supplies and safety equipment weekly. Restock supplies as needed.
 - Insure all lifeguard staff certifications are current. Recertify staff in lifeguarding, first aid, CPR and O2 as needed.
 - Have a presence on the pool deck to monitor lifeguards and patrons using the pool area.
 - Observe, review and give direction to lifeguards.
 - Conduct and record swim tests for patrons who wish to swim in the deep end.
- Related to swim lessons
 - Schedule and assign swim instructors for group swim lessons.
 - Fill out class rosters and assign appropriate instructors for each class.
 - Record and track participant attendance during lessons. Record and track if participants progress to the next level or need to repeat the level.
 - Manage the private swim lesson program by assigning instructors and insuring payments have been made.
 - Plan and lead quarterly swim instructor in-services.
 - Keep parents informed of student progress by having instructors complete mid-session parent update forms.
 - Assist the Aquatic Director in credit/refund requests for classes.
- Additional responsibilities
 - Maintain and update pool bulletin boards, flyers and other promotions.
 - Maintain proper records and reports as required.
 - Know and enforce all pool, whirlpool, and sauna rules and regulations.
 - Continually monitor all members and guests in the pool, whirlpool, sauna and surrounding areas for safety and wellbeing.
 - Keep the pool area uncluttered by putting unused equipment in the correct area. All equipment should be properly stored at the end of the shift.
 - Lead by example, walk the talk.
 - Never openly criticize or embarrass a co-worker or student enrolled in any program area.
 - Attend director staff meetings as required.
 - Assist in staff payroll.

- Conduct aquatic specific orientation for new employees and monitor progress during probationary period.
- Work with Aquatic Director to update aquatic employee handbook as needed.
- Follow up with staff to ensure all required trainings are completed (meetings, new employee orientation, child abuse prevention, etc).
- Be a team player within the aquatic department and with other departments at the Pav YMCA.
- Provide a high level of customer service to members, guests and patrons using the YMCA facilities.
- Other duties as assigned by Aquatic Director and/or Senior Program Director.

Physical and Mental Requirements

- Long periods of standing, sitting and stooping will be expected as guarding requires the ability to move about freely without any limitation.
- Ability to handle emergency situations without loss of composure and/or temper
- Should be a proficient swimmer.
- Able to see and hear without limitations all of the areas of the pool, whirlpool and sauna.
- Will be exposed to warm, humid conditions for extended periods of time.

Qualifications

Required

- Current lifeguard/first aid, CPR for the professional rescuer, and oxygen administration certification
- YMCA Swim Lesson Instructor (YSLI) or equivalent certification
- At least one year supervisory experience, with prior lifeguard experience
- High School Diploma
- At least 18 years old
- Within 90 days: New employee orientation and child abuse prevention

Preferred

- Instructor level certifications for lifeguarding, CPR and swim lessons
- YMCA Aquatic Management certification
- Bilingual
- Prior YMCA experience

Hourly Wage: \$12.50 - \$14.50

Employee Signature

Date

Supervisor Signature

Date