

YMCA of Greater Seattle

JOB DESCRIPTION

Job Title: **Program Coordinator, Aquatics**

Range: I

Job Number: 4169

Unit: All Branches

Date Revised: 01/08

FLSA Type: Non-Exempt

YMCA: Various

Page: 1 of 2

GENERAL FUNCTION

Coordinates and supervises operations of aquatic or major area of aquatic programs. May supervise staff and/or volunteers. Maintains records, schedules staff, and ensures proper pool maintenance. Teaches and lifeguards as necessary.

ENTRY REQUIREMENTS

1. 18 years of age or older.
2. Current state approved first-aid certification.
3. CPR for the Professional Rescuer
4. Lifeguard certification. *
5. YMCA Swimming Instructor, or equivalent. **
6. Two years of college education in a related field preferred.
7. Minimum two years experience teaching and/or organizing aquatic programs.
8. Total Service/Total Health Training**
9. Total Health Coach Core training. **
10. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

*Lifeguard certification must be obtained within 90 days of employment, or at first available training.

**Within six months of employment or at first available training.

CORE COMPETENCIES

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

3. Provides a Quality Experience for Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt

resolution; looks for better ways to serve and involve members, participants, internal customers and others.

4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPAL ACTIVITIES

1. Provides day-to-day supervision of assigned aquatic programs, including scheduling of lifeguards and instructors to ensure coverage meets Association guidelines and standards.
2. Recruits, hires, supervises, and trains staff and/or volunteers, or assists with such duties.
3. Teaches classes and lifeguards as necessary.
4. Develops positive relationships with participants and provides motivational support and guidance. Increases participant awareness of all healthy lifestyle factors.
5. Manages statistics and record keeping as assigned.
6. Maintains aquatic program areas and equipment with a high attention to cleanliness and safety. Assists with the ongoing maintenance and recording of the pool chemistry.
7. Assists with program promotion.
8. Follows all YMCA policies, rules, regulations, and procedures, including emergency procedures. Completes incident and accident reports as necessary.
9. Attends and conducts staff meetings and training as required.
10. Provides ongoing in-service training and safety checks for aquatic staff.
11. Encourages member and parent involvement and identifies potential volunteers.
12. Conveys basic information on aquatics and other Y Total Health program areas and as appropriate refers members and participants to Total Health program or staff member.
13. Serves as a member of the Total Health Leadership Team. May lead Total health orientation and other ongoing Total Health programs.
14. Tracks, monitors, evaluates and transitions assigned Y Total Health participants providing motivational guidance and support. Accurately maintains related records.