



RACINE FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**
FLSA Status: Non-Exempt: Full-Time
Reports to: VP of Healthy Living

Date: July 2021
Department: Aquatics

Work Schedule: min 30 hrs, not to go over 40 hrs a week

Position Summary:

The Aquatics Coordinator 1 is responsible for implementing the YMCA mission and values, and within the Aquatics environment. This involves all aspects of building an outstanding staff (recruiting, hiring, and training) for our Lifeguard, Swim Lessons and Water Safety programs. Lastly, the Aquatics Coordinator assists with implementing Lifeguard and Safety Around Water Strategies, performs lifeguard and swim instructor training.

Essential Functions:

- **Builds positive relationships with Members and Guests:** consistently provides friendly, courteous assistance, exceeding customer expectations every day, which includes building and maintaining healthy professional relationships with staff and guests.
- **Implement Aquatic strategies** that support member retention and engagement, creating a member-focused culture and modeling relationship-building skills in all interactions. Fostering a climate of innovation and resolves problems to ensure member satisfaction.
- **Performs all duties and functions of all Aquatics positions**
 - Completes all parts of Lifeguard and Swim Instructor positions.
 - Assist in promoting **aquatics safety and swim lesson enrollment** utilizing both internal and external communication collaterals to include interactions with existing and potential members, including logistics to support phone, walk-in and online registration and provides ongoing support on related issues.
 - Actively promote **tracking of all required aquatics reporting** of all health department reports and swimming lessons. Assist with Annual inspection preparations.
 - Deck and safety management, perform daily, weekly, monthly checks
 - Professionally assists in handling member facility and program concerns, passing onto Supervisor and Center Director.
 - Professionally answering phones and transfer calls.
- **Lifeguard & Safety Training:**
 - Performs training for Lifeguards, CPR-AED First-Aid, Swim Instructors and Babysitting Training
 - Performs In-service trainings for lifeguards & swim instructors
 - Orientations for new lifeguards and swim instructors
 - Performs audits on lifeguards and swim instructors
- **Swim Lessons & Safety Around Water :** assists with Swim Lessons & Safety Around Water
 - Assist with training for Swim Instructors
 - Assist with Orientations, In-services and Audits for swim instructors
 - Assist with all aspects of Swim Lessons, Safety Around Water and Babysitting Training programs
- **Personnel Management:** Recruit, hire, train, supervise, develop supervise diverse staff across multiple dimensions of diversity.
 - Onboards lifeguards and swim instructor staff and develops them for success.
 - Conducts lifeguarding, swim instruction, First Aid and CPR trainings.
 - Ensures records of staff certifications are current and complete.
 - Completes lifeguard schedules and swim instructor schedules, filling gaps where needed.
- **Pool Management :** Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations and conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance.
 - Must accurately perform daily chemical checks; working with lifeguards to check and record levels.
 - Work with staff to record on required pools levels on health department reports and submit and the end of the month.
 - Perform the required pump room functions required at each pool.
 - Inventory, request orders for all supplies
- **Work Effectively with Aquatics Coordinator 2,** assisting with Swim Lessons and Safety Around Water programming and staffing.

- Assist Aquatics Coordinator 2 to ensure proper implementation of **Aquatics procedures** throughout Association.
- Assume other duties deemed necessary by supervisor.

Qualifications:

The Aquatics Coordinator 1 needs to present a positive image of Racine Family YMCA with a professional direction and supervision of the Aquatics Center, Outdoor Pools, Lifeguards and Swim Lessons. In addition, the Aquatics Coordinator 1 must demonstrate a desire to serve others and fulfill community needs, building rapport with others, while embracing new approaches and ideas to create a better member experience and striving to meet or exceed goals for a high-value member experience.

Education and/or Experience

- Must be at least 21 years of age, with one year related experience in administration, lifeguarding and swim instruction.
- Requires ability to professionally and effectively communicate with members, staff and supervisors; maintain confidentiality and exchange accurate information.
- Certified Pool Operator, Lifeguard Training Instructor and YMCA Swim Instructor certification.
- Must demonstrate initiative, strong leadership and communication skills.

Physical Demands:

Work is performed in a facility with fitness equipment and pool environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water conditions and pool chemicals and requires attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about the Welcome Desk area, moderate lifting (15-50 lbs), intensive public contact working with hot kitchen equipment, and exposure to stressful and emergency situations. Shoes, gloves, hair netting/covering must be worn at all times.

Disclaimer: The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. This job description does not constitute a contract of employment and that the Racine Family YMCA may exercise its employment-at-will rights at any time.