

Kishwaukee Family YMCA

Aquatics Coordinator

Job Description

Job Title: **Aquatics Coordinator**

Department: Aquatics

FLSA Status: FT Hourly \$17

Reports to: Sports & Programs Director

Position Summary

Coordinates, organizes, and implements high quality YMCA Aquatics programs.

Essential Functions

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- Coordinates and supervises program activities to meet YMCA objectives, standards and guidelines. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
- Develops and maintains member connections through the aquatic's programs.
- Recruits, hires, trains, develops, payroll, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Ensures records of staff certifications are current and complete.
- Monitors daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Conducts and ensures proper maintenance of pools. Secures and schedules pool facilities. Maintains accurate records of pool chemical levels and facility maintenance.
- Conducts Life-guarding and Swim Instruction training.
- Required to maintain 15+ hours/week as lifeguard or swim lesson instructor.
- In partnership with the Sports & Program Director; manages and controls budgets related to the position.
- Creates and schedules swim instruction classes.
- Assists in the marketing and distribution of program information.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Participates in staff meetings and/or related meetings.

Qualifications

- Minimum of one years' related experience preferred.
- Excellent interpersonal skills.
- Excellent organizational and customer service skills.
- American Red Cross Certified Lifeguard within (60 days of hire)
- American Red Cross Certified Lifeguard instructor within (60 days of hire)
- YMCA Swim Lessons instructor (within 90 days of hire)
- YMCA Swim Lessons instructor trainer (within 90 days of hire)
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR for the Professional Rescuer; First Aid; AED; Bloodborne Pathogens.