

Kishwaukee Family YMCA

Lifeguard Coordinator

Job Description

Job Title: **Lifeguard Coordinator**

Department: Aquatics

FLSA Status: Non-Exempt

Reports to: Program Operations Director

Position Summary

Under the supervision of the Program Operations Director, the Lifeguard Coordinator will be assisting the organization by providing direct leadership, direct service hours, instruction, and motivation for the lifeguards.

Essential Functions

- Fulfills all lifeguard duties including but not limited to: preventing and responding to emergencies, interacting with members, and enforcing all facility regulations.
- Assists in recruiting, hiring, training, and developing appropriate staff and volunteers. Interprets YMCA policies and procedures to all staff and volunteers in a positive manner. Ensure staff complete appropriate trainings and certifications.
- Majority of weekly hours will be spent guarding the pools.
- Provides scheduled breaks for guards
- Ensures pools have adequate staffing and supervision.
- Conducts in-service trainings and regular meetings for lifeguard staff.
- Maintains records of Lifeguard in-service attendance and conducts in-service make ups when necessary.
- Conducts Lifeguard courses and Lifeguard and/or CPR-Pro recertification classes as needed.
- Conducts quarterly safety checks
- Performs administrative duties as required.
- Develops positive relationships with members and participants and provide motivational support and guidance.
- Attends staff meetings and trainings as scheduled.
- Oversees Aquatic Special Events
- Promotes and incorporates the YMCA mission and four core values in all appropriate aquatic's programs and events.

Qualifications

- Current certification in Lifeguard/1st Aid/CPR for the Professional Rescuer; Lifeguard Instructor preferred
- 2 or more years' experience instructing swim lessons; YSLI certification preferred
- Excellent interpersonal skills.
- Excellent organizational and customer service skills.

Physical Demands

- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.
- Ability to communicate verbally, including projecting voice across distance in normal and loud situations.
- Ability to work in a chlorine environment.
- Ability to work in high humidity.
- Ability to work in temperatures over 80 degrees.

I have read and agree to the position description as outlined above.

Print Name _____

Signature _____

Date