



OSHKOSH COMMUNITY YMCA – YMCA AQUATIC COORDINATOR

Job Title: **Aquatic Coordinator**

Reports to: Aquatic Director

Revision Date: 12.05.17

HOURS PER WEEK: Fulltime position with benefits (Health, dental, vision offered; paid vacation, retirement)

POSITION SUMMARY:

Assists in developing, organizing and implementing high quality YMCA aquatic programs. Provides direct leadership, instruction and motivation for aquatics staff in accordance with YMCA policies and procedures and creates a safe and positive atmosphere that promotes member safety and engagement.

JOB REQUIREMENTS:

Education and/or experience

Minimum of two-years lifeguard experience

One or two years related experience; for example, as a Head Guard, Aquatic Coordinator, Supervisor or Manager

Must be 21 years of age

Certifications – must be current and maintained

ARC Lifeguard (2 years' experience) – YMCA, Ellis, Star Guard is allowed, but staff must be willing to recertify as ARC Lifeguard at next available class

CPR/AED for the Professional Rescuer with First Aid (2 years' experience)

Lifeguard Instructor – is willing to acquire this certification if not already

YSLv6 – is willing to acquire this certification if not already

Administering Emergency Oxygen – recommended (required if YSLv6)

CPO, Certified Pool Operator or AFO, Aquatic Facility Operator – is willing to acquire this certification if not already

Physical qualifications

Ability to demonstrate swimming skills and ability to project voice to be heard in the pool area.

Ability to lift and/or move up to 50lbs. as required, may require more in the event of a water rescue.

Ability to perform moderate physical activity that may include sitting and/or standing for extended periods, walking, crouching, kneeling, bending, twisting and reaching.

Must be able to remain alert with no lapses of consciousness in a warm environment with air temperatures of 80 degrees or higher.

Ability to recognize distress signals.

ESSENTIAL FUNCTIONS AND DUTIES:

- Supervises aquatic program activities to meet YMCA objectives. Ensure program quality and monitor staff performance and member service.
- Develop relationships with members and obtain regular feedback on programs.
Recommend program enhancements to ensure that members needs are being met.
- Review and evaluate staff performance.
- Assist in the delivery of aquatics programs, instructions and staff trainings/in-services.
- Performs all lifeguard responsibilities exceptionally including: monitoring pool activities, maintaining active surveillance of the pool area, responding to emergencies, demonstrating common sense.
- Manages aquatic staff timesheets and payroll information.
- Maintains pool logs, pool updates and fitness records.
- Maintains accurate records as required by the YMCA and/or the state health department code.
- Documents and notifies Director of incidents/injuries, member questions/concerns, damaged equipment, supply needs, etc.
- Is responsible for assuring the outlined procedures for opening/closing the pool area are fully completed.
- Maintains certifications listed under Certificates.
- Receives and carries out instructions.
- Serve as a trainer for newly hired staff.
 - Administer new hire orientations.
 - Lifeguard alongside newly hired lifeguards during their first few shifts, or swim instructors during their first few lessons.
- Keep guards on task, ensure they are performing in accordance with established safety rules, regulations and policies, and address concerns with staff as they arise.
- Keeps an open line of communication with Aquatic Director and guards throughout entire tenure of the job.
- Wears appropriate staff attire while on duty including nametag.
- Performs other duties as assigned by Aquatic Director.

EXPECTED END RESULTS:

1. A steady growth and retention of members, program participants and individuals involved in the Oshkosh Community YMCA.
2. Increased understanding in the community of the Y and its missions. The Y will be known as a leader in the community, as a mission-driven, ethical organization.

Please turn in resume and copies of certifications to:

Lisa Bifano
Aquatic Director
3303 W 20th Ave
Oshkosh, WI 54904

Or

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