

## **Aquatics Coordinator, Full-Time Skaneateles**

### **General Functions:**

Under the direction of the Aquatics Director, the Aquatics Coordinator is responsible for ensuring the safety and well being of members, patrons and program participants in the aquatics department. The Coordinator acts in place of the Director, when needed.

### **Responsibilities/Functions/Duties/Tasks**

The essential functions of this position include but are not limited to the following:

- Trains staff, membership and the general public by teaching YMCA Swim Instructor and ARC Lifeguard Certification courses.
- Assists in monitoring daily pool operations to adhere to all state, local and YMCA health and safety regulations and ensures proper maintenance of pools.
- Assist Aquatics Director in maintaining pool schedules.
- Serves as swim lesson coordinator by creating swim lessons for group preschool, youth, adult and private lessons.
- Assist Aquatic Director with scheduling programs including Splash Parties and service contracts with outside user groups.
- Serves as a swim lesson instructor, teaching at various levels as assigned and substituting for other instructors as needed. May teach program classes or provide life guarding, when needed.
- Assists in maintaining pool usage records for monitoring and control of operations and reporting to stakeholders.
- Assists with the development, coordination, promotion and evaluation of aquatic programming.
- Ensures that staff stays up to date on in-service trainings, CPR, First Aid and other required trainings and certifications.
- Ensures that pool equipment is maintained according to applicable standards. Assists in maintaining pool usage records for monitoring and control of operations and reporting.
- Compiles program statistics and provides data and reports as required for assigned programs.
- Assumes responsibility for staff and program operation in the absence of the Aquatics Director.
- Keeps an adequate supply of skill sheets, progress reports and daily logs available in the pool office.
- Keeps all First Aid kits supplied and all safety equipment in working order.
- Develops and maintains effective working relationships with program participants, members, and volunteers and within the community.
- Assists in recruiting, hiring, developing, scheduling and directing staff and volunteers as needed.
- Assists in development and delivery of monthly In-service trainings.
- Attends required meetings and events, completes required training and responds to inquiries in a timely manner.
- Identifies and responds to child abuse according to YMCA Youth Protection Plan.
- All other duties as assigned.

### **Education and Experience:**

- Associates degree in related field preferred
- At least 2 years experience working in a program related to aquatics.
- Must be at least 21 years of age per Health Department regulations.
- Possess and maintain the following certifications:
  1. Lifeguard Certification
  2. CPR/AED for the Professional Rescuer
  3. Basic First Aid
  4. Emergency Oxygen Administration
  5. YMCA Swimming Instructor (or equivalent)
  
- Must have the necessary aquatic experience and knowledge to effectively lead swim instruction classes.
- Must possess leadership skills and the ability to work effectively with members, youth parents, volunteers, staff and the general public.
- Must possess a high-degree of safety consciousness, solid decision making skills and good judgment.
- Must have computer literacy sufficient to create and send emails, take online training, create spreadsheets and work with word processing programs.

To apply for this position, send your resume and/or job application to [Christinec@auburnymca.net](mailto:Christinec@auburnymca.net)