



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**  
Leadership Level: Leader 7  
Status: F/T  
Reports to: Senior Director of Aquatics

Hiring Range: \$37,000-\$42,000  
FLSA Status: Non-Exempt  
Department: Aquatics  
Revision Date: 7/22/19

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### POSITION SUMMARY:

Under the supervision of the Senior Aquatics Director or designated supervisor, the Aquatics Coordinator will assist in all aspects of the Aquatics programs to include hiring and supervision aquatic staff, and scheduling aquatic programs to the needs and demands of the membership. This position will be responsible for leading and coaching their staff team in the delivery of an outstanding member experience.

### ESSENTIAL FUNCTIONS:

- Assists in establishing, directing and evaluating aquatic programs.
- Oversee and ensures the delivery of high quality YMCA swim lessons
- Assists in monitoring daily pool operations to adhere to all state, local and YMCA health and safety regulations.
- Facilitates and/or conducts lifeguarding, swim instruction, first aid and CPR trainings.
- Assists in YMCA fund raising activities and special events.
- Provides exceptional customer service to members and aquatic participants.
- Assist in planning and conducting staff meetings. Attend all staff meetings and trainings as scheduled.
- Act as a leader in emergency situations. Report any accidents or incidents according to Emergency Action Plan. Ensure all members, guests, and program participants are in a safe environment and actively follow branch Emergency Action Plan.
- Performs other duties as assigned.

### LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

### QUALIFICATIONS:

- One to Three years of aquatics experience.
- Two years of swim lesson instruction experience.
- Current Lifeguard certification.
- Swim Instructor Trainer certification preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Physical ability, including the strength, agility, and mobility to perform the essential functions of the position and to supervise program activities.
- Ability to spend extended periods of time in an indoor aquatic environment.
- Ability to sit for long periods of time, climb a ladder, lift and carry 50 pounds.
- The noise level for this position is moderate to loud.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_