



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **AQUATICS PROGRAMS COORDINATOR**

Status: F/T

Reports to: Aquatics Programs Director

Pay Range: \$46,000-\$57,200

FLSA Status: Exempt

Department: Aquatics

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### POSITION SUMMARY:

The Aquatics Program Coordinator will assist in all aspects of aquatics programs to include supervision and instruction of group swim lessons, private swim lessons, school-based-learn-to-swim programming, and American Red Cross Safety Courses.

### ESSENTIAL FUNCTIONS:

- Assists with in planning, implementing, leading, instructing, promoting, supervising, and evaluating aquatics programs.
- Builds positive relationships with participants and families to encourage program retention and satisfaction.
- Provides exceptional customer service by responding to member inquiries, concerns, and feedback in a timely and professional manner.
- Tracks performance measures for programs including roster management.
- Performs front line services including teaching swimming lessons (approximately 20 hours per week).
- Assists in management of staff; trains, develops, and evaluates personnel for aquatics programs.
- Assists in conducting staff meetings. Attends all staff meetings and trainings as scheduled.
- Serves as a leader in emergency situations. Ensures all members, guests, and program participants are in a safe environment.
- Adheres to the YMCA's core values of caring, honesty, respect, and responsibility.
- 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:

- Two years of aquatics experience.
- Two years of swim lesson instructor experience.
- Current lifeguard certification (preferred).
- Lifeguard Instructor or Swim Instructor Trainer certification (preferred).

**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: \_\_\_\_\_