



## **YMCA of Martha's Vineyard** **Job Description**

**Position Title:** Aquatics Coordinator

**Position Type:** Full-Time Hourly

**Report To:** Aquatics Director – Jen Passafiume

### **POSITION SUMMARY:**

The position of Aquatics Coordinator assures the safety of all aquatic participants in and around the pool area, maintains a safe pool environment, and assists in managing the Aquatics Department and staff. In the absence of the Aquatics Director, the Aquatics Coordinator supervises all functions in the pool area. They lead by example by building positive relationships with staff, members and program participants through effective listening and verbal skills. They create a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures. The Aquatics Coordinator has well-developed organizational skills and ability to motivate and develop staff. They have a proven ability to take initiative, demonstrate good judgment and make decisions independently.

### **Qualifications:**

- Minimum age of 20 years old. High School diploma or equivalent.
- Certifications: Professional rescuer CPR/AED, First Aid, current American Red Cross Lifeguard or equivalent. (We are able to certify or recertify the right candidate).
- Experience in aquatics including lifeguarding and/or swim instruction.
- Experience supervising others.
- Ability to maintain certification-level physical and mental readiness.
- Demonstrate qualities of a leader and be able to complete tasks with minimal supervision.
- Must be observant, safety conscious and able to react calmly and quickly to an emergency.

### **PRIMARY DUTIES: (The responsibility of these duties is flexible depending on candidate experience & interest)**

- Completes and circulates a weekly lifeguard schedule. Ensuring that there is a copy posted on the pool deck and at the front desk. Schedule lifeguard shifts to complement the swim lesson and special events calendars.
- Manages callouts and schedule changes.
- Works closely with the Aquatics Director in the execution of the Instructional Swim Programs. Ensure substitutes are secured as needed.
- Be available to assist with program registration and answer questions from members, program participants, and staff.
- Exhibit a professional attitude at all times.
- Actively teaches aquatics classes and/or lifeguards as necessary. On average 70% on deck / 30% admin.
- Assists with recruiting, hiring, and training the aquatics staff. Conducts aquatics orientation with all new employees.
- Test pool water temperature and chemical levels daily, reporting any concerns to a supervisor, and taking action when appropriate.
- Be knowledgeable of emergency procedures.

- Report injuries and complete required forms.
- Act as primary responder in case of injury, accident, or illness.
- Provide on-going training and development of aquatic personnel.
- In conjunction with the Aquatics Director, oversee all required safety and quality training, drills, and documentation.
- Coordinate, track and report on red ball and silhouette drop drills. It is recommended that a drop drill should be conducted every 40 hours a lifeguard is on duty.
- Organize and deliver monthly lifeguard in-service trainings. Each guard is to complete 3-4 hours of in-services training per month, this can include swim workouts.
- Aid in implementing special events that relate to the Aquatics Department and the YMCA as a whole.
- Is a leader and a good example for other lifeguards and Y staff.
- Helps to build and contribute to a positive and successful work and recreational environment for staff, members, and program participants.
- Works with the Aquatics Director to start and continue programs or initiatives that encourage strong staff performance.
- Know how to use all lifeguarding and first aid equipment, keep it ready, and in good repair.
- Is part of our annual Third Grade Water Safety program teaching staff.
- Remain current in required and voluntary training in order to promote growth of mind and spirit and character values for all.
- Supports the Aquatics Director with operational duties as needed.

#### **REQUIRED TRAINING/CERTIFICATIONS:**

- Seven online Redwoods Courses to be completed upon hire.
- Current Adult, Pediatric and Infant CPR, AED, and First Aid Certified.
- Current Red Cross Lifeguard or equivalent certification. (We are able to certify or recertify the right candidate).
- Water Safety Instructor or equivalent certification. (We are able to certify or recertify the right candidate).

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Must be mentally alert to dangerous situations to assure the safety of all swimmers.
- Must be able to physically stand and sit for an extended period of time.
- Physically able to see, hear, and communicate clearly and be able to hear noises and distress signals in aquatics environment.
- Must be able to communicate clearly with members and staff.

#### **SIGNATURE:**

I have reviewed and understand this job description.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_