



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Aquatics Coordinator
Work Location: Valley YMCA
FLSA: Non-exempt – Full-time

Reports To: Operations Director
Salary: \$15.78 - \$18.00
Work Schedule: TBD

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Aquatics Coordinator at the Central Connecticut Coast YMCA assists in the management of all aspects of the aquatic programs and facility. This includes supervision of swim lesson program, certification courses, aquatic rentals, special events, maintenance of the pool facility, lifeguards and swim instructors, and maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for aquatic participants and staff. The Aquatics Coordinator provides direct leadership and assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$15.78 - \$18.00 per hour, Non-exempt
- YMCA Membership

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Assists with all supervision of Aquatic staff, including: recruitment, hiring, training, evaluation, human resources and payroll functions, recognition, and discipline of employees; scheduling and facilitating staff meetings, and in-service trainings; overall safety; addresses complaints; and resolves problems effectively with the support of their direct supervisor.
- Assists with overseeing aquatic programs including: new programs, swim lessons, certification courses, aquatic rentals, special events, and risk management in accordance with YMCA guidelines; supports and directs staff in lesson planning, scheduling, and coverage accordingly; and supports members, program participants, and staff in achieving their goals through motivational support and guidance.
- Stays up to date and assists with all facility changes including but not limited to events, holidays, schedule changes, and pool closures.
- Follows all aquatic procedures and guidelines including those pertaining to health and safety, rosters, forms, reports, and staff expectations, and ensures that Health Department bather codes are being followed.
- Communicates with staff, participants, and parents in a timely and professional manner including lesson scheduling and answers questions that will support a positive experience with the Y.
- Ambassador of all YMCA programs with a focus on Aquatics programs, schedules, and member engagement.
- Maintains physical presence at all times while on duty, monitors and administers safety checks, remains aware of pool surroundings and participants in the pool ensuring a pleasant, professional, and safe aquatic environment. Up to 50% of work schedule will be in direct service to the Aquatics Program.
- Maintains program areas and equipment in an orderly and safe manner. Assists in pool maintenance and upkeep as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA.

- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse; and supports other staff to do the same.
- Pursues training opportunities that support the work of the YMCA.
- Provides sound fiscal management and meets deadlines in assigned areas.
- Is an active leader in membership retention goals and in the Annual Giving Campaign.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Functional Expertise:** Executes superior technical skills for the role.

Experience, Education, and Qualifications:

- High School Diploma, equivalent, or relevant work experience.
- Must be 21 years of age.
- Two or more years of supervision experience of aquatics staff preferred.
- Knowledge of Aquatic programs including Swim Lessons, water fitness, and certification courses YMCA preferred.
- Must have experience and aptitude for pool maintenance.
- Proven track record of building program participation and relationships with members, participants, and volunteers.
- Experience in a wide range of physical activities with the ability to instruct and perform duties of the swim instructor and/or Lifeguard.
- Excellent interpersonal skills are critical and essential to the success of this position.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.
- Able to work flexible schedules

Trainings & Certifications:

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to start of position.
- Must hold and maintain American Red Cross, YMCA, or equivalent lifeguard and/or YMCA Swim Lessons Instructor certification – *required for job placement*.
 - Must achieve YMCA Swim Lessons Instructor within 6 months of employment.
- Must hold and maintain CPR, AED, and First Aid certifications - *required for job placement*.
- Must complete Emergency Oxygen Administration Certification within the first 90 days of employment.
- Certified Pool Operator or YMCA POOL certification highly desired. Must obtain within 6 months of employment.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Aquatics Coordinator be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- Members, Participants, Parents/Caregiver, and Staff become more confident and comfortable in and around the water.
- Participants and staff set and achieve personal goals.
- Aquatic programs are conducted according to the YMCA of the USA standards.
- Aquatic staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must be able to be in the water for extended periods of time and pass

aquatic proficiency tests. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

www.cccymca.org

Application Information:

Submit a cover letter, resume, and four references by **March 22, 2019** to Joshua R. Royce, District Executive Director at jroyce@cccymca.org