



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

- Position:** Aquatic Lead Coordinator (FT – Hourly)
- Location:** Rite Hite, Northside, & Northwest YMCA (All Facilities included)
- Reports to:** Product Director of Aquatics
- Wage Range:** \$10.50 – \$13.50 per hour

### **Major Responsibilities:**

- Manager on Duty for the Northwest YMCA facility (Seasonally). This includes: On-deck supervision of staff during scheduled hours, serving as waterfront supervisor for various licensed camp groups, working with the Aquatics Manager and Aquatics Director to develop Northwest YMCA staff schedule.
- May require up to 30 hours of lifeguarding or teaching each week as needed during the Fall, Winter, and Spring at The Rite Hite and Northside Facilities.
- Lead staff safety trainings & lifeguard trainings as scheduled by the Product Director of Aquatics. Prepare paperwork for submission of Safety Certifications.
- Accountable to the Product Director of Aquatics for execution of Policies and Procedures of the Association.
- Ensures that daily care of the members is a key priority through supervision and collaboration with center staff in the absence of the Aquatic Manager or Aquatic Director
- Strictly adhere and be accountable for the execution of all Association and Aquatics Policies and procedures related to safety, conduct, rules and other regulations- serve as a Subject Matter Expert other centers.
- Support the Aquatic Director of the Center, Aquatic Staff, and programs by providing direction and support.
- Support quality program delivery through staff excellence in an effort to achieve programmatic outcomes.
- Represent and articulate the Associations Aquatics Mission and program to individuals, businesses and communities as designated by Product Director of Aquatics. Other Duties as assigned.
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### **Qualifications:**

- Must have 2 years of college or a combination of education and experience
- Must have at least 1 year of aquatic supervisory experience with staff/volunteers and programs, and minimum of 2-3 years of successful Aquatic work experience that includes instructional, lifeguarding or specialty aquatic activities is required
- Current certifications in CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, and Standard First Aid, ARC Lifeguarding & Lifeguard Instructor.
- Proven ability to display initiative, good judgment and ability to make decisions with minimal input.
- Ability to coordinate and prioritize multiple tasks in a fast paced environment with interruptions.
- Ability to work with different people in different situations & settings.
- Leadership skills, self-driven, detail oriented, and capable of dealing with department issues effectively
- Must demonstrate excellent computer (Windows Office and Daxko) skills, as well as, written and verbal communication skills
- Must have the ability to travel to centers within the course of the workday and evening.

### **Benefits:**

Excellent benefits include health/dental/life insurance, 12% fully paid retirement plan, free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** December 18, 2017

**Apply Online:** <https://apply.ymcamke.org>