



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LE MARS YMCA JOB DESCRIPTION

Job Title: **Program Coordinator (Aquatics & Youth Development)**

Status: Full Time, Non-Exempt

Department: Aquatics & Youth Development

Reports to: Senior Program Director

Revision Date: October 3, 2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. Under the direction of the Senior Program Director, the Program Coordinator enthusiastically represents the Le Mars YMCA through Aquatics and Youth Programming, while displaying a positive attitude, delivering relevant programs & activities and excellent service to all within a team-oriented, high-volume, fast-paced, member-centric environment. YMCA memberships and programs are the core of the YMCA; therefore, the position will serve as the conduit for services and functions to engage those members and program participants within the policies and guidelines of the YMCA.

OUR CULTURE:

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. **We are welcoming:** we are open to all. We are a place where you can belong. **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.

ESSENTIAL FUNCTIONS:

1. Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging for all those we serve.
2. Assist with behind the scenes pool operations: daily chem checks, pool cleaning, troubleshoot issues, etc.
3. Assist other YMCA staff on the development, operation, and growth of programs in the Aquatics and Youth Development Department.
4. Assists the director in the hiring, training, scheduling, and supervision for aquatics and youth program staff.
5. Assist in keeping record of staff certifications and ensure all staff maintain current.
6. Maintains records of attendance in pools and maintains pool, equipment, and grounds to meet all necessary program and regulatory standards.
7. Initiates and promotes programming through schools, worksites, and other agencies.
8. Demonstrate a positive and caring attitude with members, guests, staff, and community.
9. Attend and assist in planning and leading staff meetings, training sessions, in-services and other required meetings, and evaluation of staff members.
10. Teach/Coach/Lead aquatics and/or youth programs and classes as needed or directed.
11. Gain experience by covering Lifeguard shifts and teaching swim lessons. (once certified)
12. Provides for upkeep of program facilities and equipment; ensures the physical environment is safe and thriving, including ADA accommodations where appropriate.
13. Cultivates positive relationships and maintains effective communication with members, guests, and program participants. Engages others as volunteers and connects them to the YMCA.
14. Demonstrates and supports the objectives of the Y's mission statement and values by maintaining the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
15. Must conduct themselves in a professional manor at all times in and out of our program site.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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16. Perform additional duties as assigned in multiple departments.

YMCA COMPETENCIES (Leader):

- Emotional Maturity
- Inclusion
- Program & Project Management

QUALIFICATIONS:

1. Previous experience working in aquatics or youth development preferred.
2. Must complete the following trainings within 30-60 days:
 - CPR/AED & First Aid certifications
 - Mandatory Child Abuse Reporter Certification
 - RedCross Lifeguard and Water Safety Instructor
 - CPO (certified pool operator)
 - Iowa HHS child care staff training
3. Must have strong communication and organizational skills and an ability to work with minimal supervision.
4. Previous experience with diverse populations.
5. At least 21 years of age.

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

- Work is performed in an outdoor and indoor aquatics environment.
- Work in a team environment and encourage open communication regarding concerns/issues with members, participants, children, parents or co-workers.
- Ability to Lift 25 pounds using proper technique.
- Must be able to hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility. Remain alert with no lapses of consciousness.
- See and observe all sections of an assigned zone or area of responsibility.
- Ability to sit for long periods at a time are required, as well as the ability to hold breath under water when necessary.

CHILD ABUSE PREVENTION

The Le Mars Y is committed to the safety of all our members, program participants, guests, and staff. This commitment to safety includes child abuse prevention. All staff, upon hire, are REQUIRED to complete assigned child abuse prevention training within the first 30 days of hire. In addition, staff will be required to complete annual refresher training assigned by the Praesidium Guardian. All staff are required to read and sign our mandatory reporter policy.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational programming that provides opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationships with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

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Supervisor's name

Supervisor's signature