



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LE MARS YMCA JOB DESCRIPTION

Job Title: **Aquatics Coordinator**

Status: Part Time, Non-Exempt

Reports to: CEO

Department: Aquatics

Revision Date: January 14, 2026

POSITION SUMMARY:

The Aquatics Coordinator will assist the CEO with the planning, development, management and supervision of aquatics programming and staff.

OUR CULTURE:

Our mission and values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose every day. **We are welcoming:** we are open to all. We are a place where you belong. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential. **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. Assists the CEO in the hiring, training, and supervision of aquatics staff.
2. Oversee operations at both the INDOOR and OUTDOOR pools.
3. Coordinates scheduling of aquatics staff to provide proper program delivery.
4. Keeps record of aquatics staff certifications and ensure all staff maintain current certifications.
5. Follow systems, practices, and training related to risk management and safety of participants and staff and follow accident report procedures and policies.
6. Conducts monthly in-services and supports the integrity of the readiness of lifeguards.
7. Knows emergency procedures and implements them.
8. Teach/Coach/Lead aquatics and/or youth programs and classes as needed or directed.
9. Gain experience by covering Lifeguard shifts and teaching swim lessons. (once certified)
10. Helps develop, produce, and distribute program information and marketing materials.
11. Create and coordinates program registration for swim lessons and pool parties.
12. Ensures a high level of service with the commitment to improving lives.
13. Always demonstrate professional conduct and image. Models relationship-building skills (including Listen First) in all interactions. Exemplify the YMCA's mission and core values.
14. Promotes a positive, professional, and welcoming atmosphere by providing excellent service to members, guests, and participants.
15. Perform additional duties as assigned.

YMCA COMPETENCIES (Leader):

- Communication & Influence
- Emotional Maturity
- Critical Thinking & Decision Making

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REQUIREMENTS AND QUALIFICATIONS:

1. Previous experience working in aquatics or preferred (not required).
2. Must complete the following trainings within 30-90 days: CPR/AED & First Aid certifications; Mandatory Child Abuse Reporter Certification; Red Cross Lifeguard and Water Safety Instructor; CPO (certified pool operator)
3. Must have strong communication and organizational skills and an ability to work with minimal supervision. Must work with initiative.
4. At least 20 years of age.
5. Excellent interpersonal and problem-solving skills with self-motivation and organization.
6. Work with minimal supervision, taking initiative to assist in developing self and others.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community and develop positive relationships.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an indoor and outdoor aquatics environment.
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to sit, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus.
- Work in a team environment and encourage open communication regarding concerns/issues with members or co-workers.
- Ability to sit for long periods at a time 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 consistently excellent service to all who walk through our doors or contact us on the phone.
- The Y will effectively connect and build relationships with its members and the community, increasing member enrollment, 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

Supervisor's name

Supervisor's signature

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