



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

Job Title: **Aquatics Specialist**

FLSA Status: Part- Time Non- Exempt

Department: Aquatics

Reports to: Aquatics Director Revision Date: 8/2022

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. Assists in management, hands-on Aquatic work, and administrative duties to provide a safe environment where members and guests of all ages, cultures, and abilities can enjoy the pool area.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Ensures high-quality service and proper implementation of procedures. Reviews and updates procedures and communicates changes to staff.
3. Ensures building and individuals are secure during shift. Effectively manages emergencies and situations with employees, members, and guests in accordance with policies. Assists in handling and resolving member concerns.
4. Keeps staff records up to date and organized. Helps schedule swim instructors, lifeguards and find instructors for private swimming lessons. Makes sure rosters, lesson plans and forms are completed for swimming lessons. Helps instruct lessons and guard as necessary. Helps instruct lessons and fill lifeguard shifts.
5. Assists with planning and running any aquatics staff meetings.
6. Ensures high-quality clean-culture in a timely manner. Completes all duties listed on the daily schedule and maintains upkeep of assigned area and equipment.
7. Knows, understands and consistently applies safety rules, policies and guidelines for the pool and aquatics areas.
8. Assures compliance with state and local regulations as they relate to program areas, while adhering to deadlines. Ensures YMCA program standards are met and safety procedures are followed while making suggestions for revisions on department policies, plans, and procedures.
9. Supports special events and activities.
10. Perform all other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has

Fond du Lac Family YMCA

90 W. 2nd Street

Fond du Lac, WI 54935

the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Must have strong interpersonal skills with the ability to build rapport.
2. Experience in administration, staff supervision, pool management, lifeguarding and swimming lessons or previous supervisory and/or management experience preferred.
3. CPR for the Professional Rescuer, AED and First Aid Certifications. YMCA Swim Lesson Instructor and/or American Red Cross Lifeguard certification is strongly recommended.
4. Must be able to move effectively through all program areas; be able to lift and carry 5-50 pounds; perform physical functions necessary to program instruction, including but not limited to squatting, bending, kneeling, spotting program participants and demonstrating the use of program apparatuses or program skills.

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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.
- 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.

EMPLOYEE SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____