



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

Job Title: **Aquatics Coordinator**  
FLSA Status: Exempt  
Status: Full Time

Department: Aquatics  
Revision Date: April 2018

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### **POSITION SUMMARY:**

Develops, organizes, and implements high-quality, member-focused YMCA Aquatics programs as it relates to the YMCA and collaboration efforts with the Boys and Girls Club. Our Aquatics Coordinator assists in developing, organizing and implementing high quality YMCA aquatic programs. Provides direct leadership, instruction and motivation for aquatics staff in accordance with YMCA policies and procedures and creates a safe and positive atmosphere that promotes member safety and engagement.

### **ESSENTIAL FUNCTIONS:**

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Recruits, hires, trains, develops, and directs personnel and volunteers as needed. Holds staff accountable for high-quality results using a formal process to measure progress. Reviews and evaluates staff performance, job descriptions, and wage schedules. Develops strategies to motivate staff and achieve goals, while ensuring continuing education (when applicable). Provides staff with feedback, coaching, guidance and support.
3. Assists in developing, implementing, and managing operating plans to promote program growth. Manages, directs, and coordinates programs. Regularly analyzes program data and audits programs to ensure it meets quality performance standards and compliance. Fosters a climate of innovation. Assists in marketing and distribution of program information and materials. Expands program awareness within the community in accordance with strategic and operation plans. Develops and maintains working relationships with organizations and agencies related to assigned programs within the community.
4. Assists in developing, implementing, and managing membership growth strategies for the YMCA. Executes strategies to ensure that members connect with one another and connect with the YMCA through helping to form small groups. Responds to all member inquiries and complaints in a timely manner and works to resolve problems to ensure member satisfaction and promote customer service.
5. Effectively creates and manages budgets. Maintains accurate records. Identifies significant business, financial, and operating risks and financial irregularities, and communicates information to management. Ensures program operates within the budget.
6. 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 revisions for department policies, plans, and procedures.
7. Cultivates relationships to support fundraising. Provides leadership support for annual fundraising campaign and volunteer committees/boards as assigned. Supports special events and activities. Identifies and writes grants (when applicable).
8. Perform all other duties as assigned.

**YMCA COMPETENCIES (Team Leader):**

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 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. Strong commitment and knowledge of Aquatics. Bachelor's degree in related field preferred.
2. Previous supervisory and/or management experience preferred.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. CPR for the Professional Rescuer, AED and First Aid Certifications preferred. A candidate must be willing to acquire this certification if not already certified.
5. American Red Cross Lifeguard certification is strongly recommended. A candidate must be willing to acquire this certification if not already certified.
6. 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 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

**SEND APPLICATIONS TO:**

Fond du Lac Family YMCA  
Kristel Lougher, Director of Leadership Experience (HR)  
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