



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Aquatics Coordinator**
FLSA Status: Full Time Exempt
Reports to: Director of Program Development

Department: Aquatics
Revision Date: 04/2021

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. 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.

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 the program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in aquatics programs; securing and scheduling the pool facilities; and creating and scheduling the classes, practices and meets. 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 operational 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 by the Director of Program Development

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

Fond du Lac Family YMCA

90 W. 2nd Street
Fond du Lac, WI 54935

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.
5. American Red Cross WSI and American Red Cross Lifeguard certification is strongly recommended.
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.
- 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.

SEND APPLICATIONS TO:

Fond du Lac Family YMCA
Attn: Human Resources
employment@fdlymca.org
90 W. 2nd Street
Fond du Lac, WI 54935