



## Aquatics Coordinator (Health and Safety)

### PRIMARY POSITION SUMMARY:

Primary responsibilities include (but are not limited to) Aquatics management, lifeguard training and onboarding, health and safety courses and trainings, management of lifeguard staff and lifeguard rotations. Provide leadership to ensure that all services offered through the Rye Y meet the highest degree of quality, safety, consistency, and efficiency.

### ESSENTIAL ACTIVITIES:

1. Facilitates Aquatic New Staff Training with existing and all incoming Lifeguard staff.
2. Develops and implements in service training schedule to provide at least 4 hours of required monthly lifeguard training.
3. Provides on going in service training to internal Rye YMCA staff to support efforts in safety at the Y. Provides opportunities for staff to enhance skills with regular training, lifeguard drills, and quick checks.
4. Manage American Red Cross invoices and billing to each internal department.
5. Management of lifeguard staff and lifeguard rotations to ensure Aquatics safety standards are met.
6. Provides direct leadership to Lifeguard staff.
7. Assists Senior Director and Assistant Director of Aquatics with the management of overall aquatics operations, including but not limited to staff scheduling, staff performance reviews, monitoring program income and expenses to ensure budget targets are met. In the absence of Senior Director of Aquatics and Assistant Aquatics Director, would assume responsibility of overseeing Aquatics department as Supervisor on Duty.
8. Instruct a minimum of 50% of the Health and Safety member/community class offerings that run per year.
9. Lifeguard as needed
10. Promotes all YMCA and American Red Cross safety classes and workshops.
  - a. Develops marketing tools to increase awareness of the importance of water safety within the community and promote programming at the Y
  - b. If possibilities arise, attend community events in which safety workshops can be held and water safety information can be handed out.
  - c. Water safety advocate within the Y community. Establishes professional relationships and partnerships with local organizations and schools to provide offsite American Red Cross classes and trainings.
11. Monitors aquatic staff certifications are current and in compliance with regulations.
12. Monitors all health and safety supplies in each department. Orders health and safety supplies for all departments, bills department accordingly.
13. Monitors daily pool operations and ensures compliance with all state and local sanitary regulations. Helps to ensure a culture of safety and leading practices and procedures in accordance with regulations, national safety and training standards, insurance and Y-USA guidelines.
14. Provides leadership and support to the annual fundraising campaign.
15. Keeps updated professional knowledge of all Aquatics and American Red Cross programs through self -study, research, and/or conference/workshop participation.

### KEY PERFORMANCE INDICATORS:

- Meet or exceed budget expectations with increased program participation.
- Community impact through various opportunities to teach water safety and lifesaving skills.

### QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent experience. Minimum age requirement: Age 21.
2. One to two year's related experience preferred; for example, as an aquatics coordinator or supervisor.
3. Required certifications: CPR, First Aid, AED, Lifeguard, Certified Pool Operator, Lifeguard Instructor
4. Ability to relate to diverse groups of people from all social and economic segments of the community.

### PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

### WORK SCHEDULE:

Tuesday - Friday from 12:00-8:00pm and Saturday from 10:30am - 6:30pm.

***Must be flexible during the week to adjust schedule to morning shift from 10:00am - 6:00pm or evening shift from 2:00 - 10:00pm depending on training schedule.***