

**Beatrice Family YMCA  
Aquatics Job Description**

**Employee Name:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_  
**End Date:** \_\_\_\_\_  
**Position Title:** Indoor Pool Aquatics Coordinator  
**Reports To:** Alison Leonard- CEO

**General Function:**

The Aquatics Coordinator is responsible for managing the functions and staff of the Beatrice YMCA indoor pool. Job duties may include but are not limited to creating monthly staff schedules, organizing swim lessons and pool schedules. The Aquatics Coordinator position is a paid position that includes training as member services staff. All of the Aquatics Coordinator & member services staff responsibilities and expectations are in accordance with the policies and regulations of the Beatrice YMCA Board of Directors.

**Responsibilities and Expectations:**

Staff Management

- Supervise all lifeguards & other indoor pool staff.
- Hire indoor pool staff as needed
- Responsible for adhering to staff budget restrictions.
- Create monthly staff schedules.
- Be available for coverage of pool shifts if necessary.

Swim Lesson Organization & Management

- Produce swim lesson session schedules & put in SPORTSMAN.
- Coordinate swim lesson instructors.
- Be available for parent & participant questions & concerns.
- Coordinate private swim lessons & instructor schedules.
- Work with Marketing Director to promote swim lessons.

Swim Team Management

- Produce swim team session schedules & put in SPORTSMAN.
- Coordinate swim team coaches & work with parent organization.
- Be available for parent & participant questions & concerns.
- Work with Marketing Director to promote swim team.

Indoor Pool Management

- Create indoor pool schedule.
- Work with Marketing Director to post & promote indoor pool activities.
- Be responsible for testing pool.

Teamwork

- Cooperate with other staff at YMCA.
- Communicate with other staff effectively.
- Follow procedures and instructions of directors.
- Share work load equally – help when required.

Individual

- Show up promptly for scheduled work times.
- Maintain a positive attitude in all situations.
- Adhere to dress code.
- Maintain current certifications including:
  - CPR/AED & First Aid
  - CPO
  - WSI
  - Lifeguard

The Aquatics Coordinator will be paid between \$10.00-13.00 based on management experience, pool experience and current certifications. Hours will be based on need of pool and the activities that go on in the pool with flexibility as necessary. This is a 20 hours per week position.

**Agreement:**

I understand and accept that the above description represents my agreement to the job to be performed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date