



POSITION DESCRIPTION

POSITION TITLE: Aquatics Coordinator

DEPARTMENT: Aquatics

CLASSIFICATION: Full-Time, Non-Exempt

REPORTS TO: Aquatics Director

DESCRIPTION SUMMARY: Under supervision of the Aquatics Director, the Aquatics Coordinator takes a leadership role as a Head Swim Team Coach through administrative work and directly coaching and supervising. The Aquatics Coordinator works with lifeguards and lifeguard candidates by planning and teaching lifeguard training classes and in-service trainings. The Aquatics Coordinator also helps with private and group swim lessons, especially by scheduling private swim lessons, as well as various administrative and program needs in the Aquatics Department.

ESSENTIAL RESPONSIBILITIES:

- Act as Head Swim Team Coach for Winter Swim Team, which includes, but is not limited to:
 - Help develop a season schedule and program structure.
 - Evaluate effectiveness of swim team activities. Make recommendations for policy and schedule changes.
 - Create, maintain, and place swimmers into practice groups.
 - Write swim team practices for each group.
 - Assist in the hiring process for new coaches and train all coaches each season.
 - Coordinate swimmer pickup with the ECC and KidsPlace.
 - Communicate with parents throughout the season about concerns, scheduling, practice groups, and swimmer performance as needed.
 - Responsible for coach scheduling and call outs.
 - Maintain athlete rosters and check-in sheets for swim team functions.
 - Coach or supervise most swim team practices.
 - Develop relationships with all athletes in the program.
 - Supervise other swim team coaches at practices and swim meets.
 - Manage meet attendance and lineups for swim meets.
 - Attend JCC League Dual Meets on varying Sundays and USA Meets on varying weekends.
 - Obtain/maintain a Head Swim Coach Certification through USA Swimming.
 - Plan and distribute end of season awards at a ceremony.
- Assist with the Summer Swim Team program, while maintaining focus on planning for the Winter Swim Team season.
- Be a positive leader and role model for all part-time Aquatics staff.
- Help the Aquatics Director create and maintain a friendly and welcoming atmosphere for all staff, members, and program participants.
- Teach Private Swim Lessons up to 5 hours/week.
- Assist with scheduling Private Swim Lessons for other instructors in the agency.
- Plan and conduct Lifeguard Training courses and other trainings as needed.
- Plan and conduct In-Service Training for lifeguards.
- Assist group lesson instructors and families on weekends with administrative issues, group placement, and other problems as needed.
- Provide general administrative support for the Aquatics Department.
- Answer all inquiries in a timely manner.
- Represent agency in a positive manner and present a professional appearance and attitude.
- Notify supervisor of disturbances, emergencies, and staff performance problems.
- Attend mandatory department and agency-wide meetings when appropriate.
- Develop and maintain collaborative relationships with other JCC departments and staff.
- Take charge and/or assist in all crisis or emergency situations while following established JCC policies and guidelines.



POSITION DESCRIPTION

- Act as Outdoor Pool Shift Manager when necessary.
 - Provide leadership and supervise the work of lifeguard, instructor staff, pool desk, and snack bar staff.
 - Ensure safety rules and regulations are enforced.
 - Ensure staff is vigilant, maintaining a safe and welcoming environment, presenting themselves in a professional manner, and delivering quality programming.
- Perform miscellaneous job-related duties as assigned.

REQUIREMENTS:

- Bachelor's Degree preferred. High School Diploma or GED required.
- Jewish knowledge a plus.
- Must hold Lifeguard, CPR/AED and First Aid certifications through the American Red Cross.
- Possession of or ability to attain American Red Cross Lifeguard Instructor certification. Employee must attain the certification within 6 months of hire date if not currently certified.
- Must be registered with USA Swimming as Head Coach and meet all required expectations, including attaining ASCA Level 2 coach status.
- Experience coaching a swim team strongly preferred.
- Two or more years of experience in the Aquatics field strongly preferred.
- Experience teaching swimming lessons (American Red Cross WSI Certification a plus).
- Ability to work positively with all part-time Aquatics staff.
- Ability to be a positive leader, role model, and use democratic leadership style.
- Demonstrated working knowledge and ability to effectively use business productivity software, including Microsoft Office applications and customer relations management applications.
- Must be organized and able to manage and prioritize multiple tasks and meet deadlines.
- Must be able to take initiative to solve problems and willing to seek assistance in solving problems.
- Must be able to communicate well verbally and in writing.
- Must be able to work as a team and manage conflict situations.
- Must be able to deal with occasional long days and nights.
- Must be able to work evenings and weekends to accommodate program needs which will vary seasonally.

This position description is not intended to be all-inclusive, but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.