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BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Aquatic Specialist**

Departments: **Aquatics**

Job Status: **Non- Exempt Employee -Hourly**

Revision Date: **July 2021**

Reports to: **Asst. Aquatics Director**

POSITION SUMMARY:

Under the direction of the Aquatics Director of the Boothbay Region YMCA, the Aquatics Specialist assists in organizing and implementing high quality YMCA aquatics programs. As part of aquatic leadership, the aquatic specialist will provide 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.

JOB RESPONSIBILITIES:

1. Work directly with Aquatics Director to ensure the delivery of aquatics programs, instructions and staff trainings/in services.
2. Assist in the supervision of aquatic program activities to meet YMCA objectives.
3. Assist in managing Swim Instructor schedule. Must be able to work directly with Lifeguard Team Leader to ensure no overlap in scheduling employees.
4. Must be able to fill in for open or uncovered shifts as needed and authorized by the Aquatics Director.
5. Ensure safety at all times and prevent injuries by supervising aquatics area. Ensure no distraction or interference with the ability to see or hear signs of distress.
6. Work directly with the Aquatics Director to ensure delivery of the YMCA's Emergency Action Plan, including Camp Knickerbocker.
7. Deliver the YMCA's life safety program including American Red Cross Waterfront Lifeguarding, First Aid, CPR, Emergency Oxygen, Community Level CPR and First Aid.
8. Ensure program quality and monitor staff performance and member service.
9. Develop relationships with members and obtain regular feedback on programs.
10. Attend in-service trainings, meetings and special functions as assigned by supervisor.
11. Completes other related tasks as assigned by Aquatics Director.
12. Maintains active surveillance of the swimming area & sauna.
13. Maintains effective, positive relationships with members, participants and other staff.
14. Knows, understands and consistently applies safety rules, policies and guidelines for the pools/sauna and surrounding areas.
15. Ensures YMCA's aquatic safety standards and maintains accurate records as required by the YMCA and/or the state department health code. Maintain pool logs, pool updates and incident reports.
16. Support the YMCA mission through staff team support.

JOB QUALIFICATIONS:

1. Two years related experience preferred.
2. Must be at least 21 years of age.
3. Maintain current certifications in program area assigned by supervisor: American Red Cross Lifeguarding / CPR & AED for the Professional Rescuer, First Aid, American Red Cross Lifeguarding Instructor, and YMCA Swim Instructor Certification.
4. Complete mandatory Redwoods training modules for Blood borne Pathogens, Sexual Harassment Prevention, and Child Sexual Abuse Prevention (within 30 days of hire).
5. Ability to maintain certification—level of physical and mental readiness.

PHYSICAL DEMANDS:

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

- o Ability to see and hear individuals and alarms in the pool/pool area.
- o Ability to communicate verbally and in writing.
- o Ability to sit or stand for long periods of time.
- o Ability to perform activities which require sustained concentration and attention.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Has initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

I have read and understand the duties and responsibilities of the Aquatic Specialist Position and agree to abide by the spirit and intent of this job description.

Staff Person

Date

Asst. Aquatics Director

Date