Family YMCA of greater augusta

Job Title: **Family Programming and Aquatics Coordinator**

FLSA Status: Non-Exempt, Part Time Job Grade:

Reports to: Senior Program Director Revision Date: January 2021

**POSITION SUMMARY:**

Under the direction of the Senior Program Director this position organizes and implements high quality YMCA childcare programs and oversees the aquatics department. Hours will seasonally fluctuate with highest demand during the summer.

**Supervision Exercised**: 10+ part time staff in the Play and Learn and Aquatics Departments

**TYPICAL PHYSICAL DEMANDS:**

Requires full range of body motion, including manual and finger dexterity and eye-hand coordination.  Requires corrected vision and hearing to normal range.  Occasionally requires working under stressful conditions and irregular hours.  Bending, stooping, lifting up to 50 pounds, verbal communication, hearing, seeing, 40% keyboard input, and sitting at an office desk.

**TYPICAL WORKING CONDITIONS:**

Position is mainly on the pool deck and Play and Learn area with some office work performed.  Requires minimal automobile travel to other branches, training, seminars or workshops.

**ESSENTIAL FUNCTIONS:**

* Manages and coordinates the Family programs for assigned location. Ensures high quality programs and assists in the establishment of new program activities.
* Manages and coordinates the Aquatics programs for assigned location. Ensures high quality programs and assists in the establishment of new program activities.
* Ensures all lifeguards are properly certified.
* Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
* Ensures program operates within budget and that program fees are collected.
* Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
* Compiles program statistics and monitors and evaluates the effectiveness of and participation in programs.
* Maintains pool chemicals, pool deck and all other assigned program facilities and equipment and ensures the physical environment supports healthy living.
* Maintains proper records/department files.
* Organizes special events for parents.
* Assists with Program Committee meetings.
* Assists in the marketing and distribution of program information.
* Accepts and demonstrates the Character Development Values of Caring, Honesty, Respect, and Responsibility.
* Actively participates and supports the Annual Scholarship Campaign.
* Performs all other duties as assigned.

**YMCA COMPETENCIES (Team Leader):**

*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 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:**

* Must be 18 years of age
* Preferably 2-5 years lifeguarding experience.
* Preferable CPO(Certified Pool Operator)
* One to three years related experience preferred, as a coordinator or supervisor of part time staff and programs.
* Typical requirements within 60 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Y lifeguard certification, Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
* Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**Effect on End Results:**

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by their supervisor.  Job description and duties may be modified when deemed appropriate by management.

**SALARY:** $10.00-$14.00 Hourly

**LOCATION:** Burke County Family Y