



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Fergus Falls Area Family YMCA Aquatics & Sports Coordinator

Job Title: **Aquatics & Sports Coordinator**

FLSA Status: Exempt

Reports to: Executive Director

FT or PT: Full-time

Revision Date: 6/2019

Primary Function/Department: Youth Development,
Healthy Living

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Aquatics & Sports Coordinator at the Fergus Falls YMCA oversees the development and operations of all sports programming including special sports events/tournaments as well as the administration of all aquatics programs. The incumbent will uphold and support the mission and core values of the YMCA.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

AQUATICS ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet YMCA objectives.
2. Develop and deliver programs that meet the needs of the YMCA members and community in accordance with YMCA guidelines.
3. Develops and maintains collaborative relationships with community organizations.
4. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff to achieve goals. Ensures records of staff certifications are current and complete.
5. Monitors the daily operations of the pool ensuring adherence to all state, local and YMCA health and safety regulations.
6. Conducts and ensures proper maintenance of pool. Maintains accurate records of pool chemical levels and facility maintenance.
7. Develop and maintain risk management and emergency procedures related to aquatics staff.
8. Maintain and oversee pool operations and equipment in coordination with the Property Manager.
9. Creates and schedules swim classes, water fitness classes, and any practices.
10. Create and maintain clear communication for program participants, members, partners, and lead staff regarding the Aquatics programming and pool schedule.
11. Maintain accurate records of participant's progress, incident reports, and equipment/health & safety inspections.
12. Assist in the marketing and distribution of program information through the Marketing Director.
13. Develops and monitors program budget to meet fiscal objectives.
14. Responds to all member and community inquires and complaints in a timely manner.
15. Compile program statistics. Monitors and evaluates the effectiveness of participation in the program.
16. Manage outstanding aquatics related accounts in collaboration with the Finance department.

SPORTS ESSENTIAL FUNCTIONS:

1. Ensures sports programs meet community needs to include supervising existing sports program activities, establishing new sports program activities, and expanding the sports program within the community as needed. Assists in the marketing and distribution of program information.
2. Hires staff and volunteer across multiple dimensions of diversity. On-boards, trains, and develops them for success and safety of our members/participants.
3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.

4. Manages the sports program, including developing and monitoring the sports program budget to meet fiscal objectives; compiling sports program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the programs, activities or events.
5. Serve as a role model to members and Y staff. Lives the YMCA mission, vision, and values of the YMCA movement of caring, honesty, respect, and responsibility.
6. Ensures timely and prepared 'opening' and 'closing' at each site events are held. Remains connected in the events throughout their duration. Visible and engaged in programming.
7. Creates and maintains gym use schedules with the staff member assigned to Facility Use. Ensures prioritized use of gym schedules for members and programs.
8. Maintains and communicates program and staff schedules.
9. Maintains all requirements for employees per the Human Resources department.
10. Follows all Fergus Falls YMCA policies and procedures.
11. Other duties as assigned by supervisor.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community
- Inclusion

QUALIFICATIONS:

- Bachelor's degree in related field preferred.
- Lifeguard, WSI, and First Aid/CPR/AED or equivalent certifications by a nationally recognized association. Preferences for Instructor Training Certifications.
- YMCA Team Leader certification preferred.
- Minimum of 2 years of experience in Aquatics, high quality swim instructor, program design, and pool maintenance.
- Foundational knowledge base on program development and delivery.
- Organization, planning, and general office/computer skills.
- Excellent communication skills, interpersonal, and problem solving skills required.
- Self-motivated and able to work independently.
- Minimum of 2 years of supervisory experience preferred.
- Minimum age of 21.
- Within 30 days of hire completion of all required YMCA training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be flexible, have mental ability to make sound judgements, deal with stressful situations and customer concerns, and willing to work in a multi-discipline setting.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor pool, field, and gym locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate but varies.

SIGNATURE:

I have reviewed and understand this job description and my responsibilities.

Employee's name
Today's date: _____

Employee's signature