



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DRAFT - NORTHFIELD AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Aquatics Lead

FLSA Status: Non-Exempt

Job Type: Full-Time

Reports to: Aquatics Director

Revision Date: 11/7/2022

Grade 3

Summary/Objective

The Aquatics Lead is the shift leader on the aquatics staff in conjunction with the Aquatics Director. 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. Additionally, the Aquatics Lead maintains a supportive, positive atmosphere that welcomes and respects all individuals.

Our Mission and Focus

The Northfield Area Family YMCA builds strong kids, strong families and a strong community. We will relentlessly pursue opportunities that strengthen our community and help them thrive. **Youth Development**-Encourage and nurture the potential of all youth we serve. **Healthy Living**-Improve whole life wellbeing in our communities. **Social Responsibility**-Develop socially responsible communities.

Essential Functions

- Teaches group and private swimming lessons.
- Works regularly scheduled lifeguard shifts.
- Assists in staff development, culture, and engagement.
- Maintains accurate records of pool chemical levels and facility maintenance.
- Works with the Director to ensure proper scheduling in day-to-day operations of Aquatics programming.
- Gives breaks, ensure proper coverage of pool and provides support as needed in conjunction with the Director.
- Assists in YMCA fundraising activities and special events.
- Models relationship-building skills in all interactions.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA Competencies

- Values: Accept and demonstrate the Y's values
- Community: Desire to serve others and fulfill community needs
- Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions

- Relationships: Build rapport and relate well with others
- Developing Others: Take the initiative to assist in developing others
- Decision-Making: Make sound judgments, and transfer learning from one situation to another
- Change Capacity: Demonstrate an openness to change and seek opportunities in the change process.

Supervisory Responsibility

There is no supervisory responsibility with the Aquatics Lead position.

Work Environment

The Aquatics Lead will work in and near the pool area. This may include teaching swim lessons, on the deck as a lifeguard, and supervising swimmers and guests on the pool deck. The Aquatics Lead will also work in an office, using a desk, computer, and other office supplies to ensure compliance and direction of the aquatics department.

Physical Demands

The Aquatics Lead will require sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities. The employee is required to perform all skills required for Lifeguarding, First Aid, and CPR/AED certifications. While performing the duties of this job, the Aquatics Lead is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The Aquatics Lead must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours vary based on the needs of the department and the Y. Hours will not exceed 40 hours per week unless approved by the Aquatics Director. The Aquatics Lead is expected to be on deck lifeguarding and providing group or private lessons for at least 30 hours per week. The Aquatics Lead is expected to work five to ten hours completing necessary office work.

Travel

Travel may be necessary to attend meetings, events, and trainings.

Required Education and Experience

- Minimum of 2 years of experience in Aquatics programming.
- Certifications: Certified lifeguard including CPR/AED for the Professional Rescuer and Basic First Aid. Higher levels of certification are accepted.
- Willing to obtain:
 - American Health and Safety Institute Instructor
 - Red Cross Lifeguard Instructor
 - YMCA YSL v6 Swim Instructor Certification.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Working knowledge of Microsoft Office Products and computer skills.

- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Additional Eligibility Qualifications

- Must be able to pass a background check.
- Must complete Child Abuse Prevention training within the first 30 days of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____