



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Aquatics Specialist**  
Status: Part-Time Department: Aquatics  
Reports to: Senior Director of Member and Program Experience Revision Date: March 21, 2024

---

### 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 Aquatic Specialist at the Norm Waitt Sr. YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintaining safe swimming conditions in all Norm Waitt Sr. YMCA Aquatic venues in accordance with YMCA policies and procedures.

### 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 belong. **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.

### ESSENTIAL FUNCTIONS:

1. Supervises Aquatic program activities to fulfill YMCA objectives.
2. Implements the Sr. Program Director's initiatives, new program opportunities, and any expansion of aquatic programming.
3. Collaborates with the Sr. Program Director in recruitment and hiring Aquatic staff.
4. Manages, trains, develops, and instructs diverse staff and volunteers in a collaborative effort with Sr. Program Director.
5. Implements strategies to motivate staff and achieve Aquatic goals.
6. Conducts monthly in-services and supports the integrity of the readiness of lifeguards.
7. Secures and schedules Aquatic facilities. Maintains accurate records of pool chemicals, procedures and collaborates with facility maintenance and lifeguards.
8. Knows emergency procedures and implements them.
9. Helps Sr. Program Director develop, produce, and distribute program information and marketing materials necessary to grow and maintain program engagement and participation per budgeted goals.
10. Coordinates program registration, including logistics to support phone, walk-in and web registration.
11. Provides ongoing support to Sr. Program Director with communication and marketing efforts to maximize enrollment.
12. Enthusiastically greet members and guests throughout the building.
13. Applies all YMCA policies and procedures.
14. Always demonstrate professional conduct and image. Models relationship-building skills (including Listen First) in all interactions.
15. Assure your own self-development through reading, research, and conference or training attendance.
16. Performs other duties as assigned.

### YMCA COMPETENCIES (Team Leader):

- Communication and Influence
- Critical Thinking & Decision Making
- Program and Project Management

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**

# NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Aquatic Specialist**

## QUALIFICATIONS:

1. Bachelor's degree preferred in related field or equivalent.
2. Two to three year's related experience preferred; for example, pool manager, head lifeguard, leadership role within aquatics.
3. Communicate the Y-Voice; demonstrating determination, genuine concern, a welcoming attitude, hopefulness and a nurturing spirit.
4. Minimum age requirements of 21.
5. Must complete the following trainings:
  - Blood Borne Pathogens Training or equivalent training approved by the YMCA
  - Approved Mandatory Child Abuse Reporter Certification
  - Emergency procedure training
  - Lifeguard + First Aid/AED/CPR Certification
  - Certified Pool Operators License (achieved within 90 days of hire)
6. Excellent interpersonal and problem-solving skills with self-motivation and organization.
7. Work with minimal supervision, taking initiative to assist in developing self and others.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community and develop positive relationships.
9. Previous customer service, or related experience.
10. Good knowledge of computers and Microsoft Office Suite.
11. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

## WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to sit, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. The noise level in the work environment is usually moderate to loud.
- Work in a team environment and encourage open communication regarding concerns/issues with members or co-workers.

## EFFECT ON END RESULT:

- The Y will be recognized by the community as providing consistently excellent service, a safe and inviting environment for all.
- The Y will effectively connect and build a relationship with its members and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

## SIGNATURE:

Today's date: \_\_\_\_\_

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**