



GREATER JOHNSTOWN COMMUNITY YMCA

AQUATICS COORDINATOR POSITION DESCRIPTION

Job Title: Aquatics Coordinator

Department: Aquatics

Supervisor: CEO

FLSA Status: Part Time

Location: Greater Johnstown Community YMCA

Time: 15 - 25 hrs / wk

Salary Range: \$15 - \$18 / hr

Guiding Principles for All Staff:

YMCA Mission: To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Cause: To strengthen the foundations of community through the areas of focus of youth development, healthy living, and social responsibility.

YMCA Character Development: The core values that guide the YMCA in fulfilling the mission and goals are: Caring, Honesty, Respect, and Responsibility.

Position Summary:

The Aquatics Coordinator supports the daily operations of the Greater Johnstown Community YMCA Aquatic Department, ensuring a safe, positive, and mission-driven environment for all members and program participants. This role supervises the aquatic staff, coordinating swim lesson programs, maintaining high standards of safety and lifeguard readiness, and delivering excellent member service. The Coordinator schedules lifeguards and instructors, provides staff training and certifications, ensures compliance with all YMCA and state aquatic standards, and assists with pool maintenance and risk management procedures.

The ideal candidate is a strong communicator, an organized leader, and someone passionate about water safety and youth development. By helping create a welcoming and well-run aquatics experience. The Aquatics Coordinator plays a key role in strengthening the community and furthering the YMCA's mission.

Essential Functions:

- Recruit, hire, train, and lead lifeguards and aquatic staff
- Supervises and schedules all staff and volunteers within the aquatic department
- Knows/reviews all emergency procedures and responds to emergencies immediately in accordance with YMCA policies and procedures
- Maintain the highest safety standards in every aspect of aquatic operations

- Develops and maintains programs and schedules for the aquatic department
- Maintains accurate records for all programs
- Maintains accurate records as required by the YMCA and/or the Commonwealth of Pennsylvania Health Department
- Conveys information on programs and schedules, and as appropriate, refers students and parents to other programs.
- Plans and facilitates staff meetings, in-service trainings, and professional development opportunities.
- Supports the staff by filling in shifts where needed
- Perform additional tasks as assigned to support the Aquatic Department and the YMCA's Mission.

Qualifications:

- Certifications: American Red Cross Lifeguarding (includes CPR/AED for the Professional Rescuer with First Aid)
- Willingness to become a Lifeguard Instructor and Swim Lesson Instructor
- High School Diploma or GED equivalent
- One or more years of lifeguard/swim instructor supervisory experience preferred
- Flexible schedule: 3 evenings a week for swim lessons and weekends as needed
- Maintain all required certifications (active)
- Strong initiative and leadership skills
- Passionate about water safety, teaching, and mentoring staff
- Working computer knowledge and excellent communication skills
- Complete all required training

Cause-Driven Leadership Competencies

- Innovation - creating new ideas for the aquatic department with a "think outside the box" mentality
- Communication - always having open and candid conversations to inspire commitment for our cause
- Fiscal management - managing resources accurately and responsibly
- Emotional maturity - understanding and navigation with effective emotional management
- Critical Thinking & Decision Making - making decisions based on data and facts

Required Certifications

- American Red Cross Lifeguarding (includes CPR/AED for the Professional Rescuer with First Aid)
- American Red Cross Lifeguard Instructor certification (within the first year of employment)
- YMCA Swim Instructor Certification (with the first six months of employment)
- CPO License and/or Commonwealth of Pennsylvania Pesticide License - Pools and Spas (Act 24) within the first year of employment