



**HUNTERDON COUNTY YMCA
JOB DESCRIPTION**

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: Pool Coordinator
REPORTS TO: Camp Director
JOB CATEGORY: Non-Exempt, Part-Time
DEPT: Camp Carr
SALARY GRADE: 8
DATE: 6/22/2015

GENERAL FUNCTION:

Organize and supervise the Camp Carr aquatics program including guard scheduling (during day camp hours, after hours and weekends), aquatic safety, staff training and day camp swim lesson program.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of a high school diploma.
2. Must be at least 21 years old.
3. Must have 2 years or more experience in supervision of staff.
4. Must have experience teaching swimming.
5. Must currently be certified as Red Cross Water Safety Instructor or YMCA Swimming Instructor.
6. Must have current YMCA, and or American Red Cross, lifeguarding Certification.
7. Must have a pleasant personality and good communication skills.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to swim and tread water comfortably for up to 45 minutes at a time.

Ability to physically demonstrate strokes and skills being taught.

Ability to tread water and support a child up to 100 lbs. at the same time.

Must swim 500 yards using correct form of front crawl and breaststroke.

Must dive 10 feet to retrieve a 10 lb. object from the bottom.

Must be able to lift at least 300 lbs. from the water.

Perform all rescues according to the guidelines of their certification.

Perform regular guard drills.

While performing the duties of this job, the employee is regularly required to withstand the heat, sun, and rain of the summer, stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Responsible for the daily scheduling of waterfront counselors, swim instructors and lifeguards as required and needed by the National YMCA and day camp guidelines.
2. Responsible for the planning and implementation of the aquatics program within the guidelines of the YMCA National Instructional Program, and the NJ Youth Camp Safety Act.
3. Responsible for the safety and well-being of all people engaged in aquatic activities and on the pool deck.
4. Communicates facility issues to the Camp Director and or YMCA maintenance department in a timely manner.
5. Follows and directs staff in meeting all guidelines set forth in the current NJ Bathers Code.
6. Guides aquatic staff through training and develops and implements an ongoing drill schedule for lifeguards throughout the summer.
7. Provides guidance to day camp counselor staff in their responsibilities while on the pool deck.
8. Fills out accident and incident reports as necessary.
9. Supports and participates in association initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
10. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
11. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
12. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
13. Follows all Hunterdon County YMCA policies and procedures.
14. Keeps Camp Director apprised of situations requiring his/her attention.
15. Attends trainings, seminars and meetings as required.
16. Performs other job-related duties as requested and necessary.

EFFECT ON END RESULTS:

The Pool Coordinator fills a vital role for the Hunterdon County YMCA staff team. The effectiveness of the incumbent shall be measured by the degree to which:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Aquatics program will be run in accordance with the NJ Bathers Code, Youth Camp Safety Act, American Camping Association and YMCA guidelines.
3. Students will progress steadily in the class.
4. Classes will run smoothly and in a safe organized manner
5. Satisfaction with program will be positive and evident through evaluation reports completed by parents each summer.
6. Staff effectiveness is maintained through periodic evaluations and constant communication.
7. The Camp Director will be kept apprised of situations requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.