



**HUNTERDON COUNTY YMCA  
JOB DESCRIPTION**

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

**JOB TITLE:** Waterfront Counselor  
**REPORTS TO:** Waterfront Director  
**JOB CATEGORY:** Non-Exempt, Part-Time

**DEPT:** Camp Carr  
**SALARY GRADE:** 2  
**DATE:** 2/10/12

**GENERAL FUNCTION:**

Under the supervision of the Waterfront Director, the Waterfront Counselor supervises all patrons in the pool and pool area to insure their safety and welfare. The Waterfront Counselor is also responsible to organize and instruct swim classes that will help participants develop the proper stroke mechanics of swimming and effective self-survival skills.

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. Must be at least 16 years old.
2. No experience necessary but must be trained in all facility emergency procedures and pool testing, reporting and maintenance requirements.
3. Must have current YMCA or American Red Cross Lifeguarding Certification. Certification in CPR for the Professional Rescuer and First Aid Basics.
4. Trained by the YMCA and approved by the training supervisor to teach the following preschool classes: Pike, Eel, Ray and Starfish and the following gradeschool classes: Polliwog, Guppy and Minnow upon hire at day camp staff training or by other arrangements.
5. Experience in working with children and adults.
6. Must be mature and reliable.
7. Good customer service 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.

In addition, while performing the duties of this job, the employee is regularly required to 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 safety and welfare of all persons in the pool and pool area and performs job according to standards and guidelines set forth in his/her lifesaving certification.
2. Collects and records in pool log data on Chlorine and PH and maintains pool chemistry in accordance with NJ State Bathing Code.
3. Learns and follows established safety and emergency guidelines.
4. Teaches all skills and activities for the swim level taught as outlined on skill sheet
5. Demonstrates, analyzes and corrects swim skills
6. Teaches all classes with an eye toward safety as well as skills development and the total development of the person in spirit, mind and body
7. Completes and submits skills sheet to each student and/or parent at end of session
8. Interacts with all members/staff/campers/parents in a mature, courteous and helpful manner
9. Works all assigned shifts or finds suitable substitutes to cover them.
10. Performs all maintenance on shift and opens and closes the pool following established safety guidelines and procedures.
11. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
12. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
13. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
14. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
15. Follows all Hunterdon County YMCA policies and procedures.
16. Keeps Waterfront Director apprised of situations requiring his/her attention.
17. Attends trainings, seminars and meetings as required.
18. Performs other job-related duties as requested and necessary.

**EFFECT ON END RESULTS:**

The Waterfront Counselor fills a vital role for the Hunterdon County YMCA. The effectiveness of the incumbent shall be measured by the degree to which the following goals are met:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Students are successfully taught swim skills for their level and progress at a rate in accordance with their own physical, mental and emotional development.
3. Lifeguard job is performed to the standards and guidelines of certifying agency.
4. A safe environment is created and maintained in the pool and its surrounding area.
5. Member satisfaction with pool and its lifeguards, as measured by regular member evaluations, remains high.
6. The Waterfront Director is 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.