



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Position: Senior Aquatic Coordinator (FT) (Seasonal)

Location: Northwest YMCA (9050 N. Swan Road Milwaukee, WI 53224)

Reports to: Product Director of Aquatics

Wage Range: \$11.00 – \$12.75 (based on training and experience)

Major Responsibilities:

- Strictly adhere and be accountable for the execution of all Association and Aquatics policies and procedures related to safety and conduct rules and other regulations
- Assist with the training of Aquatic staff in an effort to achieve the desired program outcomes including but not limited to assisting in running of aquatic in-services and new staff orientations
- Support the Aquatic Director of the Center, Aquatic staff, and programs by providing direction and support
- Act as Manager on Duty for the Northwest YMCA Facility. This includes On-deck supervision of staff during scheduled hours, serving as Waterfront Supervisor for various licenses camp groups, working with Aquatics Manager and Aquatics Director to develop Northwest YMCA staff schedule.
- This position may require up to 25 hours of teaching or lifeguarding each week as needed.
- Collect & secure daily cash intake from the center. Train lifeguard staff to assist with front desk duties when out of rotation.
- Ensure that care of members is a key priority through direct supervision of Aquatic staff in the absence of the Aquatic Director
- Cooperate with Center Leadership and staff to support excellence and consistency in service through care of members, program participants and volunteers
- Support quality program delivery through staff excellence in an effort to achieve programmatic outcomes
- Represent and articulate the Association's Aquatics mission and program to individuals, businesses and communities

Qualifications:

- Must have 2 years of college or a combination of education and experience
- Must have at least 1 year of aquatic supervisory experience with staff/volunteers and programs, and minimum of 2-3 years of successful Aquatic work experience that includes instructional, lifeguarding or specialty aquatic activities is required
- Current certifications in CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, and Standard First Aid required
- Proven ability to display initiative, good judgment and ability to make decisions with minimal input.
- Ability to coordinate and prioritize multiple tasks in a fast paced environment with interruptions
- Leadership skills, self-driven, detail oriented, and capable of dealing with department issues effectively
- Must demonstrate excellent computer (Windows Office and Daxko) skills, as well as, written and verbal communication skills

Benefits:

Excellent free individual membership to all Milwaukee YMCA locations and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: May 25, 2017

Apply Online: <https://apply.ymcamke.org>