



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Aquatics Coordinator

FLSA Status: Non-Exempt

Job Type: Part-Time (10-20 hours per week)

Reports to: Aquatics & Safety Director

Revision Date: 9/9/25

Y Job Grade: 4

Pay Range: \$17-18 per hour

Benefits: Paid time off, YMCA membership, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), reimbursement of required certifications

Summary/Objective

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Aquatics Coordinator is responsible for assisting with scheduling, supporting staff training and certification compliance, coordinating aquatic activities, maintaining safety and program quality standards, and being on call when the Aquatics & Safety Director is unavailable.

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 can belong and become.

We are nurturing: we support you in your journey to develop your full potential.

We are determined: we are on a relentless quest to make our community stronger.

Qualifications

- Must be able to pass a background check.
- Must be at least 18 years of age.
- Certification: American Red Cross CPR for the Professional Rescuer, AED, Basic First Aid (or obtain within 3 months of hire).
- Certification: American Red Cross Lifeguard (or obtain within 3 months of hire).
- Certification: American Red Cross Lifeguard Instructor (or obtain within 3 months of hire).
- Certification: American Red Cross Water Safety Instructor preferred.
- Ability to maintain certification-level of physical and mental readiness.
- Ability to respond to safety and emergency situations and to make solid decisions under pressure.
- Two or more years of experience in aquatics, recreation, fitness, or a related field preferred.
- Supervisory experience preferred.
- Ability to train staff.
- Excellent written and verbal communication skills.

- Knowledge, experience, and proficiency in general administration.
- Motivated person with strong leadership, management and organizational skills with the initiative to work independently as well as collaboratively.
- Previous YMCA experience preferred.

General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all members, staff, volunteers and guests.
3. Perform other related duties as assigned by your supervisor or other Leadership staff.

Role Specific Functions

1. Follow all YMCA policies, rules, regulation and procedures, including emergency safety procedures. Complete incident and accident reports as necessary.
2. Attend staff meetings and trainings as scheduled.
3. Create and maintain the Lifeguard schedule for pool operating hours and extra programs, including assisting with securing subs or filling in as needed to cover gaps.
4. Assist in planning and leading all required department meetings and trainings.
5. Administrative duties, such as filing, reporting, Red Cross portal management for safety classes, and certification record keeping.
6. May assist with recruiting, hiring, and training Aquatics employees and volunteers.
7. Serve as a contact for all Lifeguards in the Aquatic & Safety Director's absence and during on call hours.
8. Help keep Member Services Team advised of all pool schedule changes.

Physical Demands

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, use hands to manipulate objects, talk, hear and see. Ability to lift up to 50 pounds to assist or remove individuals from the water. Emergency situations and trainings may include leaping or jumping from a significant height, running, swimming and the ability to visually recognize actions of participants in and around the pool. The work environment will include humidity, water and moderate to warm water and air temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.