

**YMCA of Middle Tennessee Job Description
Hourly / Non-exempt**

**PAY GRADE
\$115.00 Daily Rate**

TITLE: Waterfront Coordinator (Summer Seasonal)

DEPT: Camp

CENTER: Joe C. Davis YMCA Outdoor Center

Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle Tennessee, and in cooperation with other YMCA staff, under the direction of the Day Camp Director, the Lake/Pool Coordinator is responsible for the direct supervision, control, organization, and scheduling of Lifeguards and other staff for all aquatic areas. S/he will supervise the care and safety of all campers and staff at all water activities and ensure the camp's daily program is run efficiently through detailed supervision and objective decision making.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Organize, plan, schedule and coordinate all aquatic programming; assist with the implementation of new aquatic programming
- Supervise the lifeguard team; including the training, supervising, and evaluating of aquatics staff
- Ensure all programs are staffed appropriately and train all staff in emergency procedures, incident reporting, and first aid
- Lifeguard and lead programs in support of staff when necessary; provide fun, supportive work environment with high staff morale and proper recognition
- Comply with YMCA of Middle Tennessee Aquatic Safety Standards and attend the required in-services
- Comply with American Red Cross standards to maintain certification
- Manage all necessary information and records such as chemical logs, certifications, incident reports and other as needed
- Maintain a clean and safe pool, beach and dock area; ensure programs are delivered to all guests in a safe and fun environment
- Direct the Canoe With a Parent program
- Supervise Swim Testing on Sundays for Overnight Camp and Mondays for Day Camp.
- Follow all rules and safety regulations as set forth by camp
- Ensure that each camper has a pleasant experience and their goals are adequately met with skills development
- Carry out all other tasks/objectives as assigned by the Day Camp Director; maintain a positive working relationship with all staff

Qualifications:

Passion, enthusiasm, and commitment to the mission and cause of the YMCA

Superior supervisory skills and an enthusiastic personality with the ability to inspire and motivate staff, volunteers, members and participants to create a culture of service within our Centers

Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community

- Excellent communication and organization skills
- Ability to work on a team and willingness to work outdoors
- Ability to understand the needs of participants and to place these needs ahead of his/her own
- Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, lead others
- Ability to work a flexible schedule, including evenings and weekends
- Minimum 18 years of age
- High school diploma or equivalent required
- Experience supervising others preferred; two years of camp experience preferred
- One year of experience with lifeguarding, boating, pool maintenance and general water front safety procedure required

Certifications Required:

- Before start of 1st shift: New Hire Orientation Certification
- Within two weeks of hire or before 1st shift with children (whichever comes first): Camp Staff Training Orientation
- Before start of 1st shift: successfully complete American Red Cross Lifeguard training program; obtain/maintain current American Red Cross Lifeguard certification

The American Red Cross certified lifeguard must comply with following standards to maintain his/her certification:

- The employee must enforce and maintain the area of responsibility at all times while performing lifeguarding duties.
- The employee must maintain his/her American Red Cross Lifeguard Training Program technical rescue skill competency at all times during the period certification.
- The employee must maintain his/her American Red Cross Professional Rescuer CPR technical skill competency at all times during the period of certification, including skills in adult, child, infant, and two person rescuer CPR, AED and Administering Oxygen.

Information Security and Sensitivity Conditions:

- This position requires elevated security permissions (administrative) to one or more systems which store or maintain sensitive and/or confidential information
- This position requires access to sensitive and confidential information
- All system activity performed by individuals working in this position is subject to periodic system audits
- This position may be subjected to privileged information such as organization changes, staffing changes, security events or other sensitive communications and is expected to protect and keep sensitive or confidential communications and/or information private
- Failure to comply with any security and/or sensitivity related duties as defined in this section will result in disciplinary action which may include termination

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; see; talk or hear; taste or smell. S/he must be able to lift up to 50 pounds. S/he may be exposed to weather conditions prevalent at the time. S/he must be able to walk and stand in an indoor or outdoor environment for extended periods of time. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.

Employee Signature:

Date: