**Position: Aquatic Coordinator**

**Location**: North Valley Family YMCA; 11336 Corbin Avenue, Northridge, CA 91326

**Resumes due**: Wednesday, January 29, 2020

**Salary Range**: $16.00-$18.00; full time, non-exempt position with benefits. Position will be 40 hours a week; Hours are Tuesday through Thursday 11:30am-8:00pm, Fridays 10:30am-7:00pm and Saturday 8:00am- 4:30pm. This position will require a flexible schedule.

**POSITION SUMMARY**

Are you: Energetic, creative, self-motivated, organized, a positive role model and love Aquatics? The North Valley Family YMCA is currently seeking an Aquatic Coordinator for the Youth Development Department. With the guidance and direction from the Program Director, the Aquatics Coordinator is responsible for the oversite and organization of the aquatic programs; completes administrative assignments as assigned by Director, assist the Director in providing staff supervision and training following established branch and Association aquatic procedures and policies. Understands and consistently enforces safety rules, policies and guidelines for the pool and aquatic area, develops and administers shift schedules; monitors Aquatic Department timesheets, Assist Program Director in hiring and providing annual reviews for Aquatic Department, reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required, maintains accurate records as required by the YMCA and/or the state Health Department code, the Aquatics Coordinator will be a leader among the Aquatic Staff and his/her behavior will exemplify the best in member service and involvement as well as model the Four Core Values of the YMCA.

**MINIMUM QUALIFICATIONS**

* **AGE:** Minimum age of 21.
* **MANDATORY CERTIFICATIONS**: Current YMCA or *American Red Cross Lifeguarding, American Safety & Health Institute or American Red Cross or American Heart Association CPR for the Professional Rescuer and American Safety & Health Institute, American Red Cross or American Heart Association Standard/Community First Aid certifications or ability to obtain by start date.* Certified American Red Cross Lifeguards will obtain YMCA Lifeguarding Certification within 90 days of hire.
* **RELATED EXPEIRENCE:** 2+ years Aquatics Experience
* **EDUCATION**: High School Diploma
* **SPECIALIZED SKILLS:** Ability to maintain required certification; Must demonstrate lifeguard skills in accordance with YMCA standard

**WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

* You must have the physical, visual, and auditory ability to perform the essential functions of the job
* Candidates must be able to perform theYMCA Lifeguard and Swim Instructor physical competencies

**ESSENTIAL FUNCTIONS**

* Assists Aquatic Director in hiring and providing annual reviews for Aquatic Department.
* 50% of time will be spent in direct services. This could include teaching swim lessons and lifeguarding.
* Reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required. Follows and ensures *Minimum Standards of Safety for Aquatic Activities 7.301*. Understands and consistently enforces safety rules, policies and guidelines for the pool and aquatic area.
* Maintains accurate records as required by the YMCA and/or the state Health Department code. Upholds YMCA policies for safety, supervision, mandated reporting and risk management.
* Successfully completes and passes periodic aquatic safety assessments.
* Assists Aquatics Director in recruiting and supporting volunteers for the Annual Support Campaign.
* Attends staff meetings and trainings as required.
* Demonstrates the YMCA Core Values of Caring, Respect, Honesty and Responsibility in all dealings with members, guests, volunteers and fellow staff. Maintains effective, positive relationships with members, participants and other staff.
* Demonstrates competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.

**Condition of Employment:**

* Pre-employment Physical Assessment is listed below and on our website. Candidate must be able to perform the following:
  + **Phase 1:**
    - Tread water for 2 minutes
    - Swim 250 yards of front crawl
  + **Phase 2:**
    - Swim 50 yards of each:
      * Front crawl with the head up
      * Breaststroke
      * Breaststroke with the head up
      * Inverted breaststroke kick with hands on the stomach
    - Perform a feet-first surface-dive in 8 to 10 feet of water (or maximum depth of training facility). Then swim underwater for 15 feet.
  + **Phase 3:**
    - Starting in the shallow end of the water, sprint for a distance of approximately 60 feet then perform an arm-over-arm surface dive in 8 to 10 feet (or maximum depth of training facility).
    - Pick up an object (dive ring) from the bottom of pool, surface and tread water for at least one minute with legs only, replace the object back to the bottom of the pool where it was found.
    - Swim the remaining length to end of pool, and hoist yourself out of water.
    - Immediately begin CPR on an adult manikin for 2 minutes, stand and listen to directions from instructor.
  + **Phase 4**
    - Successfully complete 2 given scenarios.

YMCA LIFEGUARD TRAINING POOL INSTRUCTOR GUIDE: WATER TEST PART 4- SLIPS FOR NONSWIMMING SCENARIOS

1. A large man is struggling by the side of the pool, too far from the side for him to make it to safety by himself
2. A child in a swimming class has let go of the kickboard near the side of the pool and is panicking
3. A non-swimmer moving from the shallow end has gone under the rope and is in the deep end, 3’ from the edge of the pool
4. You are one of two lifeguards on duty for a very busy open swim and the other lifeguard is being inattentive and is not reacting to dangerous situations.

YMCA LIFEGUARD TRAINING POOL INSTRUCTOR GUIDE: WATER TEST PART 2- SLIPS FOR NONBREATHING, UNRESPONSIVE VICTIM SCENARIOS

1. While guarding, you suddenly notice a person is submerged just below the guard chair
2. A swimmer begins to have convulsions and slides underwater
3. Lap swimmer suddenly stops and is face-down in the pool not moving
4. Elderly man gets out of the pool and sits down on bench and then slumps to the deck; he is pale and his breathing is very faint

**HOW TO APPLY:**

This position requires someone with a special desire and ability to reach out to the community. The YMCA of Metropolitan Los Angeles encourages you to join our team as we build strong kids, strong families and strong communities!

Please email cover letter & resume to Terry Dixon at [terrydixon@ymcala.org](mailto:terrydixon@ymcala.org) By January 29th