AQUATICS & WELLNESS COORDINATOR

Title	Aquatics & Wellness Coordinator	Reports To	Aquatics & Wellness Manager
FLSA Status	Non-Exempt	Employment Status	Full-Time (32 Hours)

POSITION SUMMARY

Under the general supervision of the Aquatics & Wellness Manager, the Aquatics & Wellness Coordinator supports the daily operation, safety, maintenance, and programming of YWCA High Point's aquatics and wellness facilities.

The Coordinator is a hands-on position responsible for ensuring a safe, clean, welcoming, and well-maintained pool environment, pool deck, and locker rooms. Responsibilities include lifeguarding, Certified Pool Operator (CPO) duties and pool maintenance, swim lesson coordination and instruction, Red Cross course instruction, Swim for Fit, water fitness, and other aquatics and wellness programming as needed.

ESSENTIAL JOB FUNCTIONS

Aquatics Safety & Facility Operations

- Maintain a safe environment for all members, participants, guests, and staff using the aquatics facility.
- Ensure the pool, pool deck, equipment areas, and locker rooms are safe, clean, organized, and ready for use.
- Conduct routine inspections of the pool area and locker rooms and promptly address safety, cleanliness, or maintenance concerns.
- Perform lifeguarding duties and maintain appropriate surveillance of the pool and surrounding areas.
- Respond appropriately to emergencies and follow established YWCA emergency action plans and safety procedures.
- Document incidents, maintenance issues, water-quality concerns, and other required operational information.

Certified Pool Operator & Pool Maintenance

- Perform Certified Pool Operator (CPO) responsibilities to support the safe and effective operation of the YWCA swimming pool. Including monitor, test, document, and maintain appropriate pool water chemistry according to applicable standards and regulations.
- Perform routine pool maintenance, including chemical adjustments, cleaning, equipment checks, and other preventative maintenance tasks.
- Identify pool equipment or facility concerns and communicate repair needs promptly to the Aquatics & Wellness Manager.
- Follow all required procedures for the safe handling, storage, and use of pool chemicals.

Aquatics & Wellness Programming

- Plan, support, implement, promote, and evaluate aquatics and wellness programs that meet the needs of YWCA members and the broader community.
- Coordinate and schedule swim lesson classes, including class dates, times, levels, and pool availability. Including communication of swim lesson schedules, changes, cancellations, and other class information to instructors, participants, and families.
- Monitor swim lesson enrollment and participation and recommend class scheduling adjustments in collaboration with the Aquatics & Wellness Manager.
- Teach swim lessons for children, youth, and adults as assigned.
- Teach American Red Cross classes for which the Coordinator holds appropriate instructor certification, including lifeguarding, CPR/AED, First Aid, and other applicable courses.
- Instruct Swim for Fit and other lap swimming, fitness, or aquatic conditioning programs.
- Support the development of new aquatics and wellness programming based on community needs and participant interests.

Program Quality & Administration

- Maintain accurate attendance, participation, certification, training, and program records as required.

- Assist with program registration, scheduling, participant communication, and other administrative responsibilities related to aquatics programming.
- Assist with maintaining appropriate staffing and program coverage by communicating scheduling needs to the Aquatics & Wellness Manager.
- Promote YWCA aquatics and wellness programs to members and the community.
- Provide excellent customer service and respond professionally to member and participant questions and concerns.

Community & Organizational Responsibilities

- Represent YWCA High Point professionally and maintain positive relationships with members, families, community partners, and area organizations.
- Support YWCA special events, community programs, and organizational initiatives as needed.
- Demonstrate conduct consistent with the mission, vision, values, policies, and standards of YWCA High Point.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS

- Previous experience in aquatics, lifeguarding, swim instruction, pool operations, fitness, recreation, or a related field preferred.

EDUCATION & CERTIFICATION REQUIREMENTS

- High school diploma or equivalent required.
- Current American Red Cross Lifeguarding certification or equivalent approved certification.
- Current CPR/AED for the Professional Rescuer and First Aid certification.
- Certified Pool Operator (CPO) certification or ability to obtain within six months of employment.
- Swim lesson instructor certification or demonstrated ability to provide quality swim instruction
- Appropriate American Red Cross Instructor certification required to teach Red Cross certification courses.
- SilverSneakers certification or ability to obtain applicable certification within six months, as needed for assigned programming.
- Additional aquatics, fitness, or wellness certifications may be required based on programs assigned.

SKILLS & COMPETENCIES

- Strong commitment to aquatics safety and risk management.
- Knowledge of pool operations, water chemistry, routine maintenance, and safe chemical handling.
- Ability to recognize and respond appropriately to aquatic emergencies.
- Ability to effectively teach swimming and water-safety skills to participants of varying ages and abilities.
- Strong organizational and time-management skills with attention to detail.
- Ability to work independently while functioning effectively as part of a team.
- Ability to communicate professionally with members, families, staff, and community partners.
- Skills in program planning, implementation, documentation, and evaluation.
- Ability to work a flexible schedule that may include early mornings, evenings, and weekends based on program and facility needs.

WORK ENVIRONMENT

Work is primarily performed in aquatics, fitness, locker room, and wellness environments. The position is regularly exposed to indoor pool conditions, including humidity, water, pool chemicals, wet surfaces, and varying temperatures. The employee must consistently follow established safety procedures and exercise appropriate precautions when working around water, pool equipment, and chemicals.

PHYSICAL REQUIREMENTS

This position requires the physical ability to perform lifeguarding, swim instruction, pool maintenance, and emergency-response responsibilities.

- Swim and perform water-rescue skills consistent with current lifeguarding certification requirements.

- Enter and exit the swimming pool quickly when responding to an emergency.
- Perform CPR, First Aid, and other emergency procedures.
- Assist with the rescue or movement of participants during an emergency.
- Stand, walk, bend, reach, kneel, and move throughout the pool and wellness areas for extended periods.
- Lift, carry, push, or pull up to 50 pounds occasionally.
- Handle pool equipment and maintenance supplies safely.
- Respond promptly and effectively to critical incidents.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job description for my position. I understand that I am responsible for meeting the standards of performance outlined in this job description and for conducting myself in a manner supportive of the mission, vision, core values, policies, and standards of behavior of YWCA High Point.

_____ _____
Employee Signature Date

_____ _____
Executive Director's Signature Date