



**YMCA OF PHILADELPHIA & VICINITY**  
**JOB DESCRIPTION**

JOB TITLE: Aquatics Supervisor  
LEVEL: 7  
SALARY RANGE: \$23,000- \$26,000

LOCATION: Main Line YMCA  
FLSA STATUS: Non Exempt

**POSITION PURPOSE**

The Aquatics Supervisor assists the Program Director in managing multiple departments and/or multiple locations or off site pools. Supervise assigned pool and ensure a safe, clean and enjoyable aquatic environment for YMCA members and participants. Hire, train, schedule and supervise lifeguard staff. Ensure that the aquatic environment is safe and healthy and that maintenance (filters, water quality) is maintained. Promote and implement aquatics programs. Ensure that aquatics programs and services are delivered in accordance with all YMCA Aquatic Safety Standards. Serve as a role model and team leader for aquatic staff by demonstrating exemplary job skills and behavior.

**ESSENTIAL FUNCTIONS**

- Monitor all programs and staff in the pool assigned. Ensure program quality and monitor staff performance and member service. Develop relationships with members and obtain regular feedback on programs. Recommend program enhancements to ensure that member needs are being met.
- Ensure the swimming facility is meeting or exceeding the Aquatic Safety Standards.
- Facilitate monthly in service meetings that include skill review.
- Supervise staff and ensure appropriate staffing of pool (including covering opening and weekend hours) Coordinate breaks and rotate staff.
- Develop high quality aquatics programs, including swim lessons and water fitness that meet the needs of the community. Ensure quality program delivery by certified staff and effective use of resources including staffing.
- Ensure safety and prevent injuries by supervising pool area. Ensure no distraction or interference with the ability to hear or see signs of distress.
- Ensure that pool staffing is within YMCA standards before leaving the area or performing maintenance items. Ensure security upon arrival and departure.
- Maintain accurate records, certification binder, pool logs.
- Administer first aid to victims using OSHA Bloodborne Pathogens Universal Precautions. Provide immediate care to sustain life until Emergency Medical Service arrives.
- Maintain current certifications. Maintain physical fitness. Perform endurance swims, rescue procedures upon request.
- Participate as a part of the aquatics staff team in providing a safe and enjoyable environment. Respect others by arriving on time and in accordance with schedule. Wear

proper attire and whistle in accordance with YMCA standards. Attend staff meetings and trainings as required:

Oxygen Administration	Within 90 days
YMCA Lifeguard certification	Within 90 days
OSHA Bloodborne Pathogen Universal Precautions	Upon Hire
Child Abuse & Harassment Prevention	Within 2 mos.
Staff Orientation	Within 2 mos.
YMCA Lifeguard In-Service	Monthly

- Provide excellent service to members and participants. Communicate all pool rules and ensure that you are accessible and identifiable.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Maintain pool logs, incident/accident reports, locker room checks and other documents as required.
- Ensure safety and cleanliness by picking up all paper, hair, pins, towels and items in pool area.
- Perform pool maintenance duties in accordance with OSHA Hazardous Materials Precautions. Hose down pool deck, put away all equipment. Perform water quality testing.
- May be required to pursue POOL Operator or CPO certification and backwash pool filtration system and monitor pool chemicals
- Perform other related duties as required.

### **REQUIREMENTS**

- 21 years of age with High School degree or equivalent. Current YMCA or ARC Lifeguard, CPR/AED for Professional Rescuer and First Aid certifications and swim lesson or lifeguard instructor certification with 2 years of related experience.
- Ability to see and hear individuals and alarms in pool/pool area.
- Ability to use water quality test kit.
- Ability to communicate verbally and in writing.
- Ability to sit or stand for long periods of time.
- Sufficient strength and skill technique to control and rescue struggling adult swimmer.

### **OTHER**

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

Caring: To be sensitive, understanding and responsive to the well-being of self and others.

Honesty: To be truthful, ethical, trustworthy, sincere and fair in word and action.

Respect: To value the worth of person and property. Treating others as you would have them treat you.

Responsibility: To recognize, accept and fulfill the obligation to contribute to a better society.

### **MISSION**

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**INTERESTED APPLICANTS**

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