



Aquatics Coordinator

Position Title: Aquatics Coordinator

Supervisor: Director of Aquatics

Department: Aquatics

The Aquatics Coordinator, under the supervision of the Aquatics Director, will provide leadership and supervision of the JCC's swim programs and operations of the aquatics department, ensuring that high quality, safe, and well-organized programs are being offered and all aspects of the pool operations are conducted in a professional and safe manner. The Aquatics Coordinator must be detail oriented and well organized with the ability to plan activities and schedules several months in advance. This person must be flexible and able to handle multiple tasks, including swim instruction, lifeguarding, and administrative work. The coordinator is expected to be an innovative and imaginative team player who provides support for swimmers, instructors, lifeguards, and coaches.

The Aquatics Coordinator is a full-time salary exempt position, reporting to the Aquatics Director. The Aquatics Coordinator is eligible to receive additional commissions on private swim lessons conducted. The position requires strong organizational and customer service skills.

Benefits include: Health insurance (employer subsidized), vision insurance, dental insurance, 403(b) retirement plan, paid time off, flexible work schedule, free family membership, and program discounts.

Primary Responsibilities:

Aquatics

- Works closely with the Aquatics Director, lifeguards and swim instructors to help create a first-class swim program for our customers
- Supports day-to-day operations of the aquatics department when necessary
- Substitute in for lifeguards and swim instructors as needed
- Develop and implement creative and progressive swim lessons
- Work with the camp and youth staff to ensure their programmatic needs are met
- Recruit and supervise lifeguard staff
- Ensure that pools are maintained to department of health standards
- Ensure that pools are kept clean and maintained

Administration

- Participate in regularly scheduled staff meetings
- Work with marketing department to manage social media communications
- Clearly communicate programs and policies to swimmers to promote participation
- Work with membership department to funnel leads for new program members
- Maintain a positive and professional image
- Other duties as assigned

Qualifications

- Current American Red Cross Lifeguarding Certification (or other lifeguarding certification and ability to be trained in-house for Red Cross)
- Certified Pool Operator certification (or willing to become certified)

Jewish Community Center of the Lehigh Valley
702 North 22nd Street
Allentown, PA 18104

- Excellent interpersonal communication
- Strong problem solving skills
- Ability to pass criminal history and child abuse background checks
- Coaching or teaching experience (preferred)
- Experience working with children (preferred)
- Bachelor's degree (preferred)
- Strong leadership, communication, organizational, and interpersonal skills
- Knowledge of swim lesson curriculum, staffing, scheduling, and developing training programs
- Knowledge of the JCC field and Jewish culture, traditions and celebrations, or willingness to learn.

Job Type: Full-time

Salary: \$35,000.00 - \$40,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Employee assistance program
- Employee discount
- Health savings account
- Life insurance
- Professional development assistance
- Retirement plan
- Tuition reimbursement

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Supplemental pay types: Commission pay

Ability to commute/relocate: Allentown, PA 18104: Reliably commute or planning to relocate before starting work (Required)

Experience: Lifeguarding or aquatics instruction: 1 year (Required)

Work Location: In-person

Apply with resume to jobs@lvjcc.org or online at lvjcc.org/apply.