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## SUPERIOR DOULGAS COUNTY FAMILY YMCA – JOB DESCRIPTION

**Job Title:** Program Coordinator

**FLSA Status:** Non-Exempt

**Job Type:** Full-Time

**Reports to:** Aquatics Director and Interim Associate Executive Director

### POSITION SUMMARY:

We are seeking a motivated and enthusiastic Program Coordinator to lead and oversee our Aquatics (75%) and Sports (25%) programs at the Superior Douglas County Family YMCA. The Program Coordinator will be responsible for planning, implementing, and managing all aspects of these programs and spaces, ensuring they align with the YMCA's mission, values, and safety standards. This role requires strong leadership, organizational, and communication skills.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

### ESSENTIAL FUNCTIONS:

- Develop, implement, and evaluate Aquatics and Sports programs, under the guidance of the Aquatics Director and Interim Associate Executive Director, that cater to the diverse needs and interests of our members and the community.
- Assist in overseeing day-to-day operations of Aquatics and Sports programming including swim lessons, swim team, adult leagues, youth sports and daily schedules.
- Recruit, train, and supervise a team of qualified staff, including lifeguards, coaches, and instructors.
- Promote a welcoming, genuine, hopeful, nurturing, and determined work environment that encourages teamwork and supports professional growth while fostering positivity and inclusivity.
- Assist with swimming lessons, lifeguard breaks, and provide on-call support as needed to ensure staff coverage.
- Develop and manage departmental budgets, ensuring efficient resource allocation and financial sustainability.
- Implement and enforce safety protocols, including lifeguard certifications, first aid, and emergency response procedures.
- Ensure compliance with all relevant regulations and standards governing Aquatics and Sports activities.

- Build strong relationships with members, participants, parents, and community partners to enhance program engagement and participation.
- Develop and implement marketing strategies to promote Aquatics and Sports & Recreation programs within the community.
- Actively seek feedback and input to continually improve programs and services. Regularly assess program effectiveness and participant satisfaction, making necessary adjustments for improvement.
- Apply, execute, and report on grants to meet budgetary and grant requirements.
- Assist in YMCA fundraising activities and special events.

### **YMCA Competencies**

- **Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- **Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they affect relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **Supervisory Responsibility**

The Program Coordinator will support the supervision of lifeguards, swim instructors, sports staff, and volunteers in collaboration with the Aquatic Director and the Interim Associate Executive Director.

### **Work Environment**

The Program Coordinator will work in an office using a desk, computer, and other office supplies to ensure compliance and direction of the departments. The Program Coordinator will also work in and near the pool, in the gymnasium, and outdoors on sports fields.

### **Physical Demands**

The Program Coordinator will require sufficient strength, agility, and mobility to perform essential functions of the position and to supervise program activities. While performing the duties of this job, the Program Coordinator will be required to regularly talk and listen. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, throwing, lifting, swimming, and/or climbing. The Program Coordinator must frequently lift and/or move items over 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time non-exempt hourly position. Days and hours vary based on the needs of the departments and the Y. This position will consist mostly in an office environment completing job duties, with time on the pool deck, in the gymnasium, or out on the field for programming and community interaction, as necessary. Anticipated oversight will include approximately 75% of time overseeing Aquatics and 25% of time overseeing Sports programming. This split will vary based on the seasonal nature of both departments.

### **Travel**

Some local travel will be necessary to various Superior Douglas County Family YMCA locations, events, offsite meetings, and trainings. Infrequent out-of-area travel may be required for training purposes.

### **REQUIRED QUALIFICATIONS:**

- Minimum: 2 years' experience in Aquatics programming.
- Certifications: Certified lifeguard including CPR/AED for the Professional Rescuer and Basic First Aid. Higher levels of certification are accepted.
- Experience in a supervisory role.
- Willing to obtain:
  - YMCA Swim Instructor v6 Certification
  - YMCA Swim Official Certification
  - Red Cross Lifeguard Instructor Certification
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Working knowledge of Microsoft Office products and computer skills.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in a field related to aquatics, fitness, recreation, or related degree program
- Experience managing a department budget and meeting budgetary goals and objectives
- 1+ years of successful program management experience that includes managing staff/volunteers, preferably in aquatics, and/or sports leagues.

### **Additional Eligibility Qualifications**

Must be able to pass a background check.

### **EEO Statement**

The Superior Douglas Count Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_