Boys & Girls Club of Pasadena

AQUATICS COORDINATOR
Part-time permanent position (full-time during summer)

In search of an upbeat and well-adjusted youth development professional who loves working with kids, and who will develop a multifaceted aquatics program for our members, providing age-appropriate programs for ages 6-18 that are supportive of Boys & Girls Club of Pasadena’s core competencies, core programs, and youth development strategy.

KEY ROLES
• Plan and oversee the administration of aquatics program and activities that support key elements of Positive Youth Development: safety, fun, supportive relationships with adults, opportunities and expectations, and recognition
• Develop all programs with emphasis on physical fitness and recreation
• Ensure that members are encouraged to participate in a variety of swimming activities and receive instruction and constructive feedback to develop skills
• Demonstrate leadership to ensure proper conduct, safety, and development of members
• Demonstrate knowledge of and ability to adhere to BGCP’s values of integrity, collaboration, accountability, respect and excellence

SKILLS AND KNOWLEDGE
• Mandatory First Aid, CPR, and AED certifications
• Ability to perform a spine board rescue from water and various other water rescues
• Mandatory Lifeguard certification
• Water Safety Instructor certification (recommended)
• Commitment to the mission, objectives, policies, programs, and procedures of the Boys & Girls Club of Pasadena
• Demonstrated experience in pool operation and maintenance
• Experience with coaching swim team and swim lessons
• Group leadership skills, including an understanding of group dynamics
• Ability to maintain a positive attitude with all members and staff
• Excellent interpersonal communication skills
• Ability to project a positive image of Boys & Girls Club of Pasadena, and interact professionally with members, parents, vendors, and others
• Frequent communication with children and parents requires that employee must be able to exchange accurate information

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT
• Must be physically fit and able to participate in aquatics activities with children
• Must be able to work in a loud environment with many children in motion
• Occasionally operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer