

Cazenovia Lake (Runs for two weeks during the summer):

- Responsible for ensuring that the Learn to Swim program is following proper ratio of students to staff in the water.
- Responsible for swim testing and properly banding every camper and placing them in the appropriate swim class.
- Responsible for the direct supervision of the waterfront Lifeguards.
- Responsible for the direct supervision of the swim instructors.
- Responsible for the overall operation, instruction, and safety at Cazenovia Lake waterfront.
- Ensure that all Aquatic staff have certifications per Health Department regulations
- Ensure all waterfronts are in compliance with the New York State Health Department swimming codes at all times.
- Responsible for buddy checks and making sure that all campers are accounted for every 15 minutes.
- Responsible for leading pre-camp training and going over Aquatic policies with all Lifeguards and Swim Instructors.
- Responsible for leading pre-camp training for all Lifeguards and practicing all rescue skills as well as drills that are in the safety plan.
- Oversee swim time and give Swim Instructors guidance and coaching as needed.
- Maintaining proper records of swim tests for the health department.
- Maintaining proper bather counts during camp times for the health department.
- Responsible for maintaining any equipment used by camp and making sure it is in proper order.
- Responsible to work with the Aquatics Director to ensure that an audit is being performed each week of the summer for Cazenovia Lake.

Follow NYS Health Department Bather Code:

- Never leave the pool unattended.
- Never leave the lake front unattended.
- Always be positioned in appropriate space; opposite side and spread out.
- Maintain proper Bather Counts.
- Maintain proper swim test records.
- Never perform personal functions while on duty: phone calls, writing, reading, swimming, talking to friends, over talking with other guards, sleeping, etc.
- At any time there is no one in the pool, clean the pool environment and straighten up the equipment.
- Maintain current certifications (YSI/WSI, Lifeguard/First AID/ CPR PRO and Lifeguard Management).
- Maintain a proper level of physical fitness and swim 300 yards every month.

Maintain a safe environment:

- Maintain safe swimming conditions in the pool, lake and on deck. Prevents accidents by maintaining constant observation of the pool and lake area, enforcing health and safety rules and maintaining emergency readiness.
- Respond to incidents, accidents and emergencies appropriately, in accordance with YMCA policies and procedures and in a calm and professional manner.
- Protect the organization and patrons from harm or suit.
- Follow pool and lake rules on and off duty.
- Frequently familiarize yourself with certifying agency's text and your Aquatic Manual.
- Administer proper first aid in accordance with training and facility procedures.

Maintain a pleasant and professional aquatic environment:

- Wear a uniform consisting of: staff shirt, one piece bathing suit and whistle.
- Dispose of all materials (trash, hair, etc.) found on the pool floor.
- Keep the pool deck clear of toys (noodles, etc.).
- Maintains effective relationships with members, participants and other staff, develops rapport with campers and parents.
- Greet every member and/or patron with a smile and a friendly "Hello."
- Attempt to get to know campers, staff and parents in friendly and professional manner.
- Arrive on deck 15 minutes before your shift.
- Record and report any faulty equipment and/or lapse in maintenance to Aquatic management.
- Report emergency maintenance needs immediately to Aquatic management.
- Be familiar with all information and answer questions about programs, schedules, policies or direct patrons to Aquatic management.
- Depending on the pool, prepare pool for incoming programs.
- Work with fellow staff members and treat them with respect.

Maintain Records:

- Record all incidents and accidents immediately after situation has been resolved.
- Report emergencies immediately to Aquatic management.
- Maintain accurate bather count sheets for the health department.
- Maintain accurate swim test logs for the health department.
- Maintain camp pre-training records.

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- Maintain facility audit records.
- Maintain certification records for all Lifeguards and Swim Instructors working at the branch, Green Lakes and Cazenovia Lake, who work for the Aquatics Department at the Y.
- Complete Incident reports timely and legibly.

Supervision:

Indoor Camps

- Ensure that all camp staff are properly maintaining ratios in accordance with our safety plans.
- Ensure that all swim tests are being completed by a certified YSI/WSI that is our Safety Plan.
- Ensure there are clearly marked swim zones based on swimmer level.
- Ensure by working with the Lifeguard Coordinator that all guards and staff on during your shift follow all the required duties.
- Ensuring, in accordance with all guards' job description, that they are following BYS Health Department bather codes, maintaining a safe, pleasant and professional aquatic environment.
- Ensure that buddy system is used for supervising and checking bathers at least every 15 minutes and that a lost swimmer plan is outlined and followed as needed.

Green Lakes Camp

- Ensure that all camp staff are properly maintaining ratios in accordance with our safety plans.
- Ensure adequate safety and supervision of the waterfront including the designation of clearly marked swim zones to separate appropriate swimmer levels.
- Ensure that all swim tests are being completed by a certified YSI/WSI that is our Safety Plan.
- Responsible for coordinating with Green Lakes State Park Aquatics staff to ensure waterfront compliance is maintained at all times in accordance to New York State Children's Camp regulations.
- Ensure that buddy system is used for supervising and checking bathers at least every 15 minutes and that a lost swimmer plan is outlined and followed as needed; have a clearly defined and supervised entry and exit to the waterfront for campers.

Cazenovia Lake

- Supervise lifeguard staff ensuring they are always following all safety and policy regulations.
- Orient and train lifeguard staff, ensuring they are familiar with safety and policy regulations.
- Supervise swim instructor staff ensuring that they are following all safety and policy regulations.
- Orient and train swim instructor staff, ensuring they are familiar with safety and policy regulations.
- Assist in the scheduling of staff and finding coverage for subs.
- Ensure that guards on during your shift follow all the required duties.
- Ensuring, in accordance with all guards job description, they following BYS Health Department bather codes, maintaining a safe, pleasant and professional aquatic environment.

Other Duties:

- Perform maintenance and cleaning procedures as required by Aquatics management.
- Perform other duties needed done by the Aquatic management.
- Take initiative to perform the job to the best of your ability.
- Help other staff out by sub hours for them if available.
- Communicate clearly with staff and Aquatic management.
- Attend all mandatory camp meetings and trainings.
- Cover all shifts. When unable to cover a shift, an approved substitute must be found.
- If applicable complete monthly CSE's continuing skills evaluations.
- Other duties as assigned by Supervisor.

Qualifications:

- Must complete online Bloodborne Pathogen and Employee Safety training prior to assignment to initial position.
- Must complete online Youth Protection prevention training before the starting of camp.
- Must be 21 years of age.
- Must hold and maintain current W.S.I or Y.S.I.
- Must hold and maintain current Lifeguarding Certification, CPR Pro, AED, first aid, and oxygen administration.
- Must have 2 seasons of previous waterfront experience.
- Must have 1 season of previous experience as a camp aquatics director at a New York State children's camp; or 2 seasons of previous experience consisting cumulatively of at least 12 weeks as a children's camp lifeguard at a swimming pool or bathing each which had more than one lifeguard supervising at a time; or at least 18 weeks previous experience as a lifeguard at a swimming pool or bathing beach which had more than one lifeguard supervising at a time.
- Previous lesson experience preferred..

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- Must be people oriented and possess good communication skills.
- Effective communication skills necessary to inform, counsel, motivate and support members.
- Must be observant, safety conscious and able to react calmly and quickly in an emergency.
- Knowledge of safe and proper techniques.
- Able to work flexible schedules.
- Always be professional, alert, courteous and diplomat.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Physical Demands:

Remain alert with no lapses on consciousness. Hear noises and distress signals in an aquatic environment, including in water with background noise and perform all needed rescue skills. Operate alone as an instructor, without other instructors for support. Project voice across aquatic area. Ability to frequently stand, sit, walk, talk, hear, swim, bend, reach, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb up and down an elevated chair, lift, move and carry approximately 50 pounds, climb a minimum of two flights of stairs (approximately every ½ hour) and use of hands and fingers. Ability to handle emergency situations. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is performed in an outdoor environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to wet/cold, hot/humid climate.

Americans with Disabilities Specifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

Interested candidates should respond to Jessica Abbey, Aquatics Director, at (315) 637-2025, ext. 217, or email their completed application to jessabbey@syracuseymca.org Suzanne LeRoy, Director Human Resources at (315) 474-6851, ext. 311 or email their completed application to sleroy@syracuseymca.org, no later than April 28, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.