Aquatics Program Coordinator (Full-Time or Part-Time)

Make a Difference in Our Community!

Join our aquatics team and help provide a safe, welcoming, and fun environment for children and families learning to swim. You'll play a key role in supporting swim lessons at both the Winder and Walton YMCAs, ensuring every participant has a positive and consistent experience.

Location: Winder YMCA (Primary Location)

Status: Full-Time or Part-Time Considered

Schedule: Availability to support swim lesson programming, including after-school hours and occasional weekends during the school year, with more flexible availability required during the summer.

Department: Aquatics

Reports to: Vice President of Aquatics

Position Summary

The Aquatics Program Coordinator provides administrative and on-deck support for YMCA aquatics programming, primarily focusing on swim lesson administration. This role assists with registration, family communication, program setup, and instructor scheduling to ensure programs run smoothly and participants have a positive experience.

Anchored at the Winder YMCA, the coordinator supports swim lesson programming at both Winder and Walton, helping maintain consistency across locations. The coordinator works closely with the Vice President of Aquatics to support program operations and participant experience.

This position may be filled as either full-time or part-time depending on program needs and the candidate's experience.

Key Responsibilities

• Build and manage swim lesson sessions in the YMCA registration system for both Winder and Walton locations.

• Monitor enrollment and maintain accurate class rosters.

• Assist families with lesson placement, registration, and questions.

• Provide on-deck support during swim lesson sessions at Winder.

• Assist with instructor scheduling and coverage.

• Assist the Vice President of Aquatics with onboarding new swim lesson instructors.

• Ensure instructors have the materials and equipment needed for classes.

• Ability to assist with swim lesson instruction preferred (certification and training provided).

• Maintain accurate records and communication between both swim lesson programs.

• Provide in-person support at Walton YMCA for special programs or events when needed.

• Perform additional duties as assigned by the Vice President of Aquatics to support aquatics programming, department operations, and participant experience.

Additional Responsibilities (Full-Time Position)

When hired as a full-time team member, the Aquatics Program Coordinator may also:

• Serve as Manager on Duty (MOD) at the Winder YMCA during assigned shifts, supporting daily facility operations and member experience.

• Provide operational support across departments when serving as MOD, assisting with member concerns and general facility needs.

• Assist with department operations, staff support, and program coverage as needed to ensure aquatics programs run smoothly.

• Support branch-wide initiatives and facility operations in coordination with YMCA leadership.

Qualifications

• Experience in administrative support or program coordination preferred.

• Familiarity with aquatics programs helpful; willingness to complete YMCA Swim Instructor certification and Lifeguard training.

• Strong organizational and communication skills.

• Ability to manage multiple priorities calmly and professionally.

• Positive leadership style aligned with YMCA values.

• Comfortable working independently.

• Ability to pass a pre-employment background check, including criminal record check, drug screening, and reference check, according to YMCA policy.

• Experience with YMCA registration systems (Daxko or similar platforms) is a plus.

Compensation & Benefits

Hourly Pay: $15–$17 per hour

Full-Time Benefits

Strong benefit and medical package available

Paid vacation and sick time after successful completion of qualification period

12% funded retirement by YMCA after meeting eligibility requirements

Complimentary family membership which includes discounted rates for programs

Part-Time Benefits

Complimentary One Adult membership which includes discounted rates for programs

Our Mission

To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.