



AQUATICS PROGRAM COORDINATOR

About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for youth, a time when many children in our communities need meaningful social recreation and new experiences. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify impact.

Overview of the role

The Aquatics Program Coordinator is responsible for planning, coordinating, and supervising aquatic programs and activities that promote safety, skill development, recreation, and positive youth engagement. This position supports daily pool operations, swim instruction, water safety education, and program administration while ensuring a safe and welcoming environment for all participants.

Who you are:

- **On your resume.** Minimum of two years of experience working in aquatics, recreation, youth development, or a related field preferred.
- **You prioritize safety.** You stay focused and can maintain composure in high-pressure situations.
- **Patient and kind.** You really enjoy working with everyone. You have great people skills.
- **Self-Directed.** You are well-organized, can multi-task and you work well with limited supervision, bringing focus, follow-through, and attention to detail to everything you do.
- **A team member and collaborator.** You believe in thoughtful collaboration and partnerships and thrive on building strong relationships with your team, community, and people around you.
- **You communicate and work effectively.**
- **You want to make a difference in the lives of our amazing youth.** You come to the Club with a purpose and drive that you share with those around you. You become energized being around kids and like-minded people. You set a positive example that our youth and team can look up to.
- **Teachable/Curious.** You are devoted to ongoing professional development and learning through constructive conversation and meeting of the minds.
- **You bring positive energy** to the organization and understand that there is a balance between work tasks and having a good time.

What You'll Do (Core Responsibilities):

Aquatics Program Management – 35%

- Coordinate and oversee daily aquatic programming.
- Plan and implement swim lessons, water safety classes, and recreational swim activities.
- Develop and support age-appropriate aquatic programs for youth participants.
- Monitor participation levels and evaluate program effectiveness.



Pool Operations & Safety – 30%

- Ensure compliance with all pool safety regulations and organizational policies.
- Conduct routine safety inspections of pool facilities and equipment.
- Respond appropriately to emergencies and enforce aquatic safety standards.
- Maintain accurate incident, accident, and maintenance records.

Youth Development & Participant Engagement – 15%

- Foster a positive, inclusive, and supportive environment for youth participants.
- Serve as a role model by demonstrating professionalism, leadership, and respect.
- Encourage engagement, skill development, and personal growth through aquatic activities.

Staff & Volunteer Support – 10%

- Assist with training, scheduling, and supervision of lifeguards, swim instructors, and volunteers.
- Provide guidance and support to aquatic program staff.
- Communicate program expectations and safety procedures clearly and consistently.

Administrative Responsibilities – 10%

- Maintain attendance records and program documentation.
- Assist with participant registration and communication with families.
- Monitor equipment inventory and report supply needs.
- Support special events, community outreach activities, and organizational initiatives.

Additional Qualifications

- Experience working with children and adolescents preferred.
- Strong communication, organizational, and leadership skills.
- Ability to work independently and collaboratively as part of a team.
- Commitment to providing a safe, positive, and inclusive environment for all participants.

Required Certifications

- American Red Cross Lifeguard Certification
- CPR/AED Certification
- First Aid Certification

Preferred Certifications

- Water Safety Instructor (WSI) Certification

BGCM Values:

1. **Kindness:** You approach obstacles and challenges with Kindness; this includes being patient and positive when working with others.
2. **Integrity & Trust:** You make decisions and choices with Integrity (especially when no one is looking).
3. **Future Ready:** You work towards your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.



4. **Diversity, Equity & Inclusion:** A culture of Diversity, Equity, and Inclusion, is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.

5. **Growth Mindset:** A Growth Mindset means embracing a mindset that encompasses innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

Physical Requirements/Work Environment:

- Ability to supervise activities in and around a swimming pool environment.
- Ability to stand, walk, bend, lift, and move equipment as needed.
- Ability to respond quickly and effectively in emergency situations.
- Ability to work in a warm, humid pool environment.

Role: Aquatics Program Coordinator

Location: Boys & Girls Clubs of Southern Maine

Hours: M-F, 1:00 p.m. – 7:00 p.m. **Summer Schedule:** M-F, 9:30 a.m. – 4:30 p.m.

Rate: \$24/hr.

Background Screening: Employment is contingent upon successful completion of a criminal background check and any other required screenings. Candidates must meet Boys & Girls Clubs of Southern Maine's standards and eligibility requirements for working with youth. Failure to meet these standards may result in withdrawal of an employment offer or termination of employment.

Benefits: This position is eligible for Maine Earned Paid Leave. Benefits available exclusively to permanent part-time employees, including health insurance, vacation leave, holiday pay, and other regular part-time employee benefits, apply to this position.

Equal Employment Opportunity: The Company is an equal opportunity employer. Applicants are considered for positions without discriminating on the basis of race, color, religion, national origin, ancestry, sex (including pregnancy, childbirth, and related medical conditions), gender identity or expression, sexual orientation, age, disability, genetic information, marital status, certain arrest and court records, certain credit history, child support orders, garnishments, reproductive health decision, domestic or sexual violence victim status, veteran/military status, certain citizenship status, breastfeeding, or any other characteristic protected by federal, state, or local law.

This policy applies to all aspects of employment including, but not limited to, recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, layoffs, recalls, leaves of absence, discipline, and termination.