
Aquatics Coordinator Resume

Job Objective

To obtain an Aquatics Coordinator position that fully utilizes my experience and abilities.

Work Experience:

Aquatics Coordinator, August 2005 – Present

Young Men's Christian Association, Staten Island, NY

- Liaised between Aquatic Director and Aquatic Staff.
- Supervised aquatic staff and provided evaluation input.
- Developed program materials and distributed program information.
- Assisted in training new staff and provided ongoing trainings in accordance with training designs.
- Served as a primary responder in case of injury, accident and illness and be proficient with emergency procedures.
- Trained membership staff in class registrations and programs.
- Ensured state and county standards are being followed.
- Developed solutions to complex software design issues during the product development cycle, kept in mind scope limitations and the impact of other integrated products.
- Designed and developed specific databases for collection, tracking and reporting of data.

Aquatics Coordinator, May 2000 – July 2005

Coppin State University, Staten Island, NY

- Acted as the main aquatic staff coverage person.
 - Hired, trained, supervised and evaluated assigned staff.
 - Managed and coordinated required staff trainings, certifications and training.
 - Supervised activities and participants.
 - Provided daily supervision of adjacent beach volleyball court and assisted other department programs in programming the space effectively.
 - Assisted students with the development of a variety of programs that promoted a healthy lifestyle.
 - Established positive relationships with program participant.
 - Ensured program quality and consistency.
 - Performed routine checks on equipment to ensure safety.
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Summary of Qualifications:

- Profound knowledge of Aquatics facility management
 - Hands-on experience as an instructor and coach in Aquatics
 - Extensive knowledge of performing administrative duties
 - Proficient in the use of office automation software and its application
 - Skilled in operating manual and automated office equipment
 - Skilled in exercising initiative, resourcefulness and sound judgment
 - Immense ability to solve problems and make decisions in a professional and tactful manner
 - Exceptional ability to prioritize ongoing and new projects necessary to implementing a specific organizational program
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Education:

Bachelor's Degrees in Recreation, Chancellor University, Ohio, OH

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