

Organization: Duluth Area Family YMCA

Internship: **Aquatic Management**

Reports To: Aquatics Director

Hours Required: Flexible

Location: The Y at the Essentia Wellness Center in Hermantown



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

Assists the Aquatics Director with project management, budgeting, staff development and implementing quality aquatic programming. This internship is geared toward a student looking to gain some experience in management.

Essential Functions:

- Assist with aquatic staff development, culture and engagement.
- Supports the operational growth of aquatic programs through program expansion and development based off of community needs. This will specifically involve an opportunity to work with adaptive programs to create inclusive experiences for our community.
- Connect with community businesses & organizations to create new partnerships.
- Provide feedback for aquatic staff via audits.
- Assist with staff scheduling and pool usage.
- Assists with Y fundraising activities and special events.
- Provide administrative support.

Required Qualifications:

1. Must be able to obtain or become certified as a Lifeguard, Lifeguard Instructor and Swim Instructor (we will provide the certification if you are not currently certified).
2. Excellent written and verbal communication skills required including the ability to work with Microsoft Office programs.
3. Strong skills in the ability to interact, work with and motivate people in a positive manner.
4. Management skills to analyze programs, policies and operational needs.

Desired Qualifications:

1. Previous experience in aquatics or recreation field.
2. Pursues self-development to enhance job performance. Demonstrates an openness to change and seeks opportunities in the change process.
3. Accurately assesses personal feelings, strengths & limitations and how they affect relationships.
4. Has the functional and technological knowledge & skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Compensation:

You will have an opportunity to become a certified Lifeguard, Lifeguard Instructor & Swim Instructor through this internship. Any internship hours working as a lifeguard or swim instructor would be paid. Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation. Although the office portion of this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

Contact Information:

Gina Miller
Volunteer & Internship Coordinator
Duluth Area Family YMCA

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Application Process:

- ☐ YMCA Internship Application (found at www.duluthymca.org)
- ☐ Cover Letter
- ☐ Resume
- ☐ Two letters of recommendation