



YMCA Job Description

Job Title: **Swim Instructor**

Status: Non-Exempt

Department: Aquatics

Reports to: Head Lifeguard

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Maintains safe swimming conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures. Builds positive relationships with members and program participants through effective listening and verbal skills and creatively finds ways to connect them to one another and the Y community.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing, we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, and completes related reports as required.
- Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area.
- Maintains accurate records as required by the YMCA.
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
- Identifies and celebrates the successes of members and program participants.

- Attends all staff meetings and in-service training.
- Organizes and puts away needed class equipment. Reports damaged equipment.
- Wear proper attire/uniform.
- Provide customer service to all members and program members; become knowledgeable of all YMCA programs.
- Arrive to work at least 5 minutes before your scheduled shift.
- Be able to work scheduled shift beginning until the end of the shift. If you are unable to be there the entire shift, you must find a sub and notify the supervisor in advance of your shift. If you do not find a sub, it is your responsibility to work the whole shift.
- Performs other duties as assigned.

QUALIFICATIONS:

- Minimum age of 16.
- Certifications required: basic life support or professional rescuer CPR/AED, first aid, and emergency oxygen administration.
- Child Abuse Prevention training within 30 days of hire date.
- YMCA Swim Instructor certification, or equivalent.
- Must demonstrate swim instructor skills in accordance with YMCA standards.

YMCA COMPETENCIES (Leader):

- *Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- *Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- *Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- *Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- Ability to speak concisely and effectively communicate.
- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average child.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____