



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Swim Instructor**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Status: PT

Department: Aquatics

Reports to: Aquatics Director

Revision Date: October 2022

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. Interacts with new and existing members to help them in achieving their health and well-being goals. Creates a welcoming environment for all members of all backgrounds and abilities. This position provides excellent customer service while leading behavioral-based approach to swimming lessons using techniques that are developmentally appropriate for members of all ages. The Swim Instructor creates a safe and positive atmosphere that promotes member safety and engagement in accordance with our policies and procedures.

ESSENTIAL FUNCTIONS:

1. Provides swimming and water safety instruction to students of all ages and abilities
2. Teach non-walking infants to roll on to their back to float, rest, and breathe
3. Teach walking children to use a swim-float-swim sequence to reach safety
4. Plans and implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values
5. Helps to create new approaches to serve the needs of program participants
6. Adheres to program standards, including safety and cleanliness standards, and ensures consistency with evidence-based practices
7. Maintains constant supervision of students, identifies students who need assistance, and supports students as necessary to ensure a positive learning environment
8. Maintains positive relationships with parents and caregivers and other staff
9. Models relationship-building skills (including Listen First) in all interactions
10. Teach swim lessons according to YMCA of the USA or Red Cross standards
11. Create a positive learning environment through personal enthusiasm
12. Be safety-conscious, maintain order, and enforce rules during lessons to ensure swimmer safety
13. Keep accurate records of attendance and skills achieved by each student, each session
14. Provide each student with written records of progress
15. Use swim aids effectively to maximize each individual's practice time
16. Utilize written lesson plans for each lesson to make the most efficient use of class time.
17. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies
18. Attend all staff meetings, monthly in-services, and trainings as required.
19. Assist in the identification of active volunteers for the Annual Scholarship Campaign.
20. Promote and represent the mission and core values of the Y.

21. Performs other duties as assigned.

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.

QUALIFICATIONS:

- Minimum age 16 years old.
- High School graduate or equivalent preferred.
- Previous swim instruction experience a plus.
- Previous customer service experience preferred.
- Current CPR/AED and First Aid certifications preferred, must receive certification within 30 days.
- Current Oxygen Administration certification preferred, must receive certification within 30 days.
- Current Swim Instructor certification preferred, must receive certification within 30 days. (YMCA Lifeguard or Red Cross certification preferred).
- Excellent verbal, written, and interpersonal communication skills.
- Excellent follow through actions regarding communication.
- Desire and ability to work with people of all ages.
- Demonstrated responsibility and dependability.
- Must exhibit patience, sensitivity, and understanding.

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 perform all physical aspects of the position, including walking, standing, bending, reaching, lifting, and maintain physical activity for extended periods of time.
- Must possess the physical ability to pass a lifeguard water test and perform strenuous physical tasks necessary for a professional water rescue.
- The employee must be able to perform medium work: exerting up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and members' well-being.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- May be required to work outdoors for extended periods of time. May be exposed to extreme outdoor weather conditions and temperatures and to wet and/or humid conditions in swimming pool areas.
- The employee is subject to noise: There is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- May be required to work with hazardous chemicals (i.e. pool chemicals, cleaning solutions, disinfectants, etc.).