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## SWIM INSTRUCTOR JOB DESCRIPTION

Job Title: **Swim Lesson Instructor**

FLSA Status: Non-Exempt Part-Time

Reports to: Aquatics Director

Revision Date: 11/4/2020

### POSITION SUMMARY:

The Swim Lesson Instructor provides direct leadership, instruction, and motivation for students in swimming classes. To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### 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.

### HUMAN RELATIONS SKILLS:

1. **YMCA Competencies (Leader) Mission and Community Oriented:** Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve other and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.
2. **People Oriented:** Seeks first to understand the other person's point of view and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
3. **Results Oriented:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures and reports all financial irregularities immediately.
4. **Personal Development Oriented:** Accurately assesses personal feelings, strengths, limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process.

### SECONDARY ACTIVITIES:

1. Instructs swimming lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Develops positive relationships with members and participants and provides motivational support and guidance.
3. Encourages member and parent involvement and identifies potential volunteers.
4. Conveys information on aquatics programs and schedules and, as appropriate, refers members and participants to other programs.
5. Maintains records as required (i.e. attendance, progress reports, etc).
6. Attends staff meetings and trainings as scheduled.



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7. Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures.
8. Completes incident and accident reports as necessary.
9. Organizes and puts away needed class equipment. Reports damaged equipment.
10. Trains and supervises class aides as assigned.

**QUALIFICATIONS:**

- At least 15 years of age.
- Promote swimming as a lifetime sport for everyone.
- Conduct classes in such a way that each lesson helps to develop the individual physically, mentally, and spiritually.
- Each lesson shall consist of a combination of the five components of YMCA Swim Lessons: personal safety, stroke development, water sports and games, personal growth, and rescue.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- Must acquire/earn the following certifications:
  - CPR for the Professional Rescuer, AED, Basic First Aid Certification
  - YMCA Swim Instructor Certification or Red Cross WSI Certification

**EFFECT ON END RESULT:**

To provide members and participants with high standard swim instruction and member satisfaction, according to the Harrisburg Area YMCA policies and guidelines of the YMCA of the USA Aquatic Program.

**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 essential functions.

- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment and to lift a small to average size child.

**WORK ENVIRONMENT:**

The work environment described here is 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 essential functions.

- The work environment is primarily indoors.
- The noise level in the work environment is usually moderate to loud.

**SIGNATURE:**

I have reviewed and understand this job description. I agree to fulfill my responsibilities as a Swim Lessons Instructor in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_