



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**

Status: P/T Non-Exempt

Department: Aquatic

Reports to: Aquatics Director

Revision Date: April 4, 2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Swim Instructor at the Norm Waitt Sr. YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction and motivation for students in swim classes.

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 belong. **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:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly, and supports members and program participants in achieving their goals.
2. Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
3. Conveys information on aquatics programs and schedules, and as appropriate, refers participants and families to other programs.
4. Maintains records as required (e.g., attendance, progress reports, etc).
5. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
6. Organizes and puts away needed class equipment and informs Aquatic Director of damaged equipment.
7. Trains and supervises class aides as assigned.
8. Attends required monthly in-service trainings to maintain teaching skills, methods and knowledge.
9. All other duties as assigned by the leadership team.

YMCA COMPETENCIES (Leader):

- Developing Self & Others
- Inclusion
- Emotional Maturity

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**

QUALIFICATIONS:

1. Must be at least 15 years of age.
2. Must Complete the following trainings/certifications:
 - Basic life support or professional rescuer CPR/AED, and first aid
 - YMCA Swim Instructor certification, YMCA in-house training by Aquatic Director or other YMCA professional, or equivalent.
 - Approved Mandatory Child Abuse Reporter Certification
 - Emergency procedure training
3. Ability to maintain certification-level physical and mental readiness.
4. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

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

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing a safe environment to help promote healthy living, social responsibility, and youth development through aquatic opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationship with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature