



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Swim Instructor**

FLSA Status: Non-exempt

Status: P/T

Reports to: Aquatics Director

Department: Aquatics

Revision Date: 3/27/2019

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### 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.

Provides direct leadership, instruction and motivation for students in swimming 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 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:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Attends staff meetings and trainings as scheduled.
6. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment.
8. Trains and supervises class aides as assigned.
9. Performs other duties as assigned.

### LEADERSHIP COMPETENCIES:

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs

- **Functional Expertise:** Executes superior technical skills for the role
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential

**QUALIFICATIONS:**

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification and Emergency Oxygen.
2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
3. YMCA Swim Instructor certification, or equivalent.
4. At least 15 years of age.

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

**SIGNATURE:**

I have reviewed and understand this job description.

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

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

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