



YMCA Southcoast JOB DESCRIPTION

Job Title: Swim Instructor
FLSA Status: Non-Exempt

Job Family: Aquatics
Job Code: QN 303
Revised: March 2011

Position Summary:

Provides direct leadership, instruction, and motivation for students in swimming classes.

Essential Functions:

- Prepares lesson plans and schedules classes.
- Instructs swimming lessons in accordance with YMCA guidelines.
- Selects, trains and supervises class aides.
- Develops positive relationships with participants; provide feedback on progress; provide motivational support.
- Encourages member and parent support and involvement; identifies potential volunteers.
- Communicates information on aquatics programs and schedules; refers members and participants to other YMCA programs.
- Maintains attendance records, progress reports, others.
- Maintain current knowledge of emergency and safety procedures; report incident and accident events in complete and timely manner.
- Examines and reports damaged or unusable equipment; identifies and reports unsafe conditions.

YMCA Competencies:

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 others and community needs. Recruits volunteers and builds effective supporting working relationships with them.*

People Oriented: *Seeks first to understand the other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative in developing others.*

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 work, and participates in meetings.*

Personal Development Oriented: *Accurately assess personal feelings, strengths and limitations, and how they impact relationships. Pursues self-development that enhance job performance. Demonstrates an openness to change; seeks opportunities in the change process.*

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JOB DESCRIPTION**

Job Title: Swim Instructor (continued)

Qualifications:

- Minimum age of 16.
- CPR for the Professional Rescuer; AED; Basic First Aid Certifications
- YMCA Swim Instructor certification or equivalent
- Demonstrated ability of YMCA standards swim instructor skills

Physical Demands:

- Ability to demonstrate, instruct and observe participants in proper stroke technique.
- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing, or walking for various lengths of time.
- Ability to communicate across distances in a noisy environment.

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

YMCA Southcoast reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. (See HR Policy and Procedures Manual- Disclaimer et al, 1/08)

Understood and Agreed To: Signature: _____ **Date:** _____