



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS

Job Title: **Swim Instructor**

FLSA Status: Non-Exempt

Reports to: Aquatics Director or Executive in Charge

Revision Date: 5/22/2022

POSITION SUMMARY:

Instructor shall be responsible for teaching swim lessons under the YMCA guidelines, communicating with parents about the child's progress and communicating with other swim instructors and lifeguards to ensure a safe, fun and productive swim lesson program in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Ensure the safety of all assigned swim lesson students. Teach, review and enforce pool/class rules, and report any unsafe conditions to the lifeguard on duty and or the Aquatics Coordinator or Director. Keep all students in sight at all times, and stay close enough to assist as needed.
2. Proactively communicate with students and parents about their progress throughout each session. Follow up with each person that has a concern or question in a timely fashion.
3. Conduct all swim classes in accordance with the provided YMCA Swim Lesson Program Curriculum. Incorporate YMCA Character Development, cooperation, and diversity appreciation values into all swim lesson activities.
4. Ensure class continuity and teach any level of swim lessons at any time, parent/child through adult. Be able to communicate, motivate, and evaluate students of all ages and swim levels.
5. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
6. Enter the water before students begin to swim. Demonstrate proper skills in the water during class. Swim Instructors are not permitted to sit while teaching.
7. Recognize individual differences and adjust teaching strategies as needed for the success of all students in the class. Use appropriate drills and positive reinforcement to help students improve skills, gain confidence and enjoy their time in the water.
8. Maximize swimmer participation every class period and utilize allotted class time.
9. Maintain skills/roster sheets showing students' progress on a daily basis. Prepare and distribute student progress reports and turn in paperwork at the end of the session.
10. Maintain a neat pool deck and assist with equipment set up and tear down.
11. Attends all staff meetings and in-service training.
12. Perform all other duties assigned by supervisor or executive in charge.

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:

1. Minimum age of 15.
2. Certifications: CPR, AED, and Basic First Aid.
 - a. The YMCA of the Northwoods can certify the employee.
3. Ability to maintain certification-level of physical and mental readiness.
4. Must demonstrate swim instruction skills in accordance with YMCA standards.
5. Pass YMCA swim instruction classes.

Physical Demands:

1. Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility. Remain alert with no lapses of consciousness.
2. Meet strength and lifting requirements.
3. See and observe all sections of an assigned zone or area of responsibility.

I have read, understand will execute according to this job description

Employee Signature

Date

Supervisor Signature

Date