



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TRI-CITIES FAMILY YMCA

Job Title: **Swim Instructor**

FLSA Status: Non-exempt

Reports to: Aquatics Director

Revision Date: 10/2019

Leadership Level: Leader

Primary Function/Department: Aquatics

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 Tri-Cities Family YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction using the National Aquatic YMCA programs 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 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, 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 program participants and families to other programs.
4. Maintains records as required (e.g., attendance, progress reports).
5. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
6. Organizes, maintains and puts away needed pool and deck equipment. Reports damaged equipment.
7. Trains and supervises class aides as assigned.
8. Ensures State of Michigan's Department of Health requirements are met.
9. Follows proper emergency procedures.
10. Performs any other functions necessary for the smooth and efficient operation of the organization.

LEADERSHIP COMPETENCIES:

- Collaboration
- Developing Self & Others



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QUALIFICATIONS:

- YMCA Swim Instructor certification, or equivalent preferred.
- Lifeguard Certification, or equivalent preferred.
- CPR for the Professional Rescuer, AED, Basic First Aid certifications required.
- Six months to one year of recreation, lifeguard, swim instructor, or water park experience; or equivalent combination of education, training, and experience required.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- Ability to interact with people of all backgrounds, ages, and lifestyles.
- Ability to act quickly to emergency situations.
- At least 16 years of age.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands are 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 read, comprehend and respond to simple instructions, short correspondence, and memos.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 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: _____