



We're for youth development, healthy living, and social responsibility.

## TRI-CITIES FAMILY YMCA

1 Y Drive, Grand Haven, MI. 49417

616-842-7051 ext 239

# Position Title: SWIM INSTRUCTOR

**Position Reports to:** John Charon

**Status:** Part-Time

### ESSENTIAL FUNCTIONS AND BASIC DUTIES (not listed in any order of priority)

- Instructor of swim lessons
- Create lesson plans
- Hand out lesson check lists at end of session
- Assist distressed swimmers to safety
- Perform appropriate first aid when necessary
- Be on time (10 minutes before shift)
- Help patrons understand and abide by pool rules
- Discuss with guards the EAP and how emergencies will be handled
- Attend in-service training quarterly
- Make sure incident reports, contamination reports and rescue reports are recorded accurately and in a timely fashion. Follow up on staffing concerns and make appropriate recommendations.
- Attend quarterly staff meetings
- Other duties as assigned by Aquatic Manager

### ESSENTIAL SKILLS NEEDED

- Must be at least 16 years of age
- Have good Public Relations Skills
- Previous swim experience
- First Aid/CPR/AED certification required

I have read, understand, and accept the responsibilities presented in this job description.

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Signature of Employee

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Date