



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Swim Instructor

**Position Title:** Swim Instructor

**FLSA Status:** Part Time, Non-Exempt

**Reports to:** Aquatics Director, Ali Weber

**Revision Date:** August 2021

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### 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 OVERALL FUNCTIONS

- 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.
- Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Ensures State of Michigan's Department of Health requirements are met.
- Performs any other functions necessary for the smooth and efficient operation of the organization.

### PROGRAM ESSENTIAL FUNCTIONS

#### ☐ SWIM INSTRUCTOR

- Instructs group swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly, and supports members and program participants in achieving their goals.
- Maintains records as required (e.g., attendance, progress reports).
- Maintains a fun, secure, and safe environment for all participants.
- Organizes, maintains and puts away needed pool and deck equipment. Reports damaged equipment.
- Trains and supervises class aides as assigned.
- Attends trainings and meetings when scheduled.

## ☐ **PRIVATE SWIM INSTRUCTOR**

- Instructs private lesson in accordance with YMCA guidelines.
- Creates personalized lesson plan for each participant that supports their goals.
- Maintains records within Private Lesson Binder as required.
- Communicates effectively with participant(s) and/or families, as well as Aquatics Director.
- Attends and instructs all scheduled lessons.
- Maintains a fun, secure, and safe environment for all participants.
- Organizes, maintains and puts away needed pool and deck equipment. Reports damaged equipment.

## **QUALIFICATIONS**

- At least 16 year of age.
- YMCA Swim Instructor certification, or equivalent preferred.
- Lifeguard Certification, or equivalent preferred.
- Certifications to be completed within 30 days of employment:
  - Basic Life Support, First Aid and Blood borne Pathogens certification
  - Child Abuse Prevention training.
- 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.

## **LEADERSHIP COMPETENCIES:**

- Collaboration
- Developing Self & Others
- Emotional Maturity

## **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.