



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER MARCO FAMILY YMCA JOB DESCRIPTION

Job Title: Swim Instructor

Status: P/T

Department: Aquatics, Sports, Specialty Camps

Date: March 13, 2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Swim Instructor must demonstrate competency to teach and lead specific skills and activities in the water. In addition, the Swim instructor effectively build community and modify as needed to meet varied health, ability, and cultural needs. Swim instructors must create a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Instruct and evaluate students participating in swim lessons
2. Responsible for the safety of participants in his or her own class
3. Begin and end class on time, remain after class to answer participant and/or parent questions
4. Maintain cleanliness and organize swim lesson equipment
5. Submit completed skill sheets, certificates, and attendance information on time
6. Maintains effective relationships with members, participants, and other staff
7. Presents a professional appearance and attitude at all times

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 fundraising.

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.

Operational Effectiveness: Makes sound judgements, and transfers learning from one situations to another. Embraces new approaches and discovers ideas to create a better ember 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 customers.

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.

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

QUALIFICATIONS:

1. Minimum age of 15
2. Ability to work independently and possess energy and enthusiasm
3. Ability to positively interact with the general public
4. American Red Cross Water Safety Instructor (WSI) or willing to obtain WSI certification
5. Knowledge of and ability to demonstrate skills in swim lessons
6. Understand use of swim lesson equipment (kick boards/bars, diving sticks, etc.)
7. Previous swimming/instructing experience preferred

WORKING ENVIRONMENT & PHYSICAL DEMANDS

- The physical demands described here are representative of 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 pass the deep water swim test
- Ability to communicate well with children of all ages
- Ability to lift the weight of a small child (approx. 30 pounds)

SIGNATURE:

I have reviewed and understand this job description

Employee's Name

Employee's Signature

Today's Date: _____

Supervisor's Name

Supervisor's Signature

Today's Date: _____