



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ROCHESTER AREA FAMILY YMCA JOB DESCRIPTION

Job Title: Swim Instructor
FLSA Status: NonExempt
Reports to: Aquatics Director

Job Code: (0716)
Job Grade: (3)
Revision Date: 8/6/2014

POSITION SUMMARY:

Provides direct leadership, instruction and motivation for students in swimming classes.

ESSENTIAL FUNCTIONS:

1. Dress for success: create a friendly experience for our members, wear your uniform so that members can identify you...and lend a hand – offer to get towels or magazines, hold the door, etc. A member should never feel like they are wasting your time.
2. Smile and say hello: Provide a warm welcome for our members, make eye contact, smile and say hello to everyone you see...including children, teens and those of other cultures.
3. Meet and greet: Make a personal connection with our members. Introduce yourself to at least one new person every day. Become someone they feel comfortable in talking too. Better yet, introduce members to each other!
4. See it, own it: If you see it...own it. Take responsibility for correcting the problems you see, be they as small as a discarded towel or as large as a member's complaint.
5. Give Thanks: ...and be grateful. Every member has chosen to spend part of their day with the Y...and don't forget to say thanks and give complements to volunteers and other staff.
6. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
7. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
8. Conveys information on aquatics programs and schedules and as appropriate refers

students and parents to other programs.

9. Maintains records as required (i.e. attendance, progress reports, etc.).
10. Attends staff meetings and trainings as scheduled.
11. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
12. Organizes and puts away needed class equipment. Reports damaged equipment.
13. Trains and supervises class aides as assigned.
14. The swim instructor is responsible for instructing all swim lesson participants
15. This position is also responsible for the safety of the participant in their own class
16. Work hours as scheduled which includes beginning and ending class on time; remaining after class to answer participant and/or parent questions as needed, and clean up supplies.
17. Instructs and evaluates students participating in swim lessons served
18. Submits completed mid-sessions, report cards, skills sheets and attendance information on time
19. Act immediately and appropriately to secure safety of patrons in the event of emergency.
20. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
21. All other duties as assigned and appropriate.

EFFECT ON END RESULTS:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, etc.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA Mission and Values while on the job.
4. Ability to live up to the "Staff Pledge" every day!

QUALIFICATIONS:

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification.

2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
3. YMCA Swim Instructor certification, or equivalent.
4. At least 16 years of age.
5. Strong communication skills in order to conduct a quality class and to connect with parents.
6. The ability to demonstrate and explain all strokes correctly

PHYSICAL DEMANDS:

Ability to instruct and observe participants in proper stroke techniques.

Ability to lift equipment, and to lift a small to average size child.

YMCA COMPETENCIES (LEADER):

Mission Advancement: Accepts and demonstrates the Y's 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.

I have read and understand the expectations of this job description.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____