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FOR HEALTHY LIVING
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YMCA JOB DESCRIPTION

Job Title: **Swim Lesson Instructor**

Association: Quincy YMCA

FLSA Status: Non-Exempt, Part-Time Hourly

Branch: Quincy

Reports to: Sports and Aquatics Manager

POSITION SUMMARY:

Under the supervision of the Sports and Aquatics Manager, the Swim Lesson instructor is responsible for instruction for swim lessons and/or private swim lessons, developing relationships with participants. Must have the ability to motivate, communicate swimming skills and customer service skills.

ESSENTIAL FUNCTIONS:

Swim Lesson Instructor will be expected to perform the following duties to successfully maintain a positive environment:

1. Be punctual. Begin and end classes on time.
2. Provides necessary training for swim lesson participants.
3. Ensures all classes are taught with the safety of the participant foremost.
4. Follow pool rules at all times, modeling for the participants.
5. Instruct swim classes following YMCA guidelines so that participants progress through skills.
6. Develop positive relationships with participants and provide motivational support and guidance.
7. Perform all duties with caring, honesty, respect and responsibility.
8. Builds effective relationships with members; helps members connect with each other and the YMCA.
9. Maintain records of skills, attendance and student progress on skill sheets.
10. Follows YMCA policies and procedures; responds to emergency situations.
11. Other duties as assigned by Aquatic Coordinator or Wellness Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values.

Collaboration: Builds rapport and relates well to others. Listens for understanding and meaning, speaks and writes effectively.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation from another.

Personal Growth: Pursues self-development that enhances job performance; embraces new approaches and discovers new ideas to create a better member experience.

QUALIFICATIONS:

1. Required certifications; Current Red Cross or YMCA lifeguard certification, CPR, First Aid and AED.
2. Required trainings and meetings; Staff Meetings, and Child Abuse Training.

PHYSICAL DEMANDS

To perform satisfactorily, the Swim Lesson Instructor must be able to perform the following functions unaided or with the assistance of reasonable accommodation:

1. Be able to read and write.
2. Be able to lift at least 25 pounds.
3. Be able to relate effectively to a diverse group of people.
4. Be able to stoop, bend and stretch when performing performing activities with children or adults.
5. Be able to use sound judgment when making complex decisions.

EFFECTS ON END RESULTS

1. Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions.
2. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
3. Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings.
4. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.