



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTHFIELD AREA FAMILY YMCA

Job Title: **Swim Instructor**

FLSA Status: Part-time Non-Exempt

Reports to: Program Director

Job Grade: 1

Revision Date: 4/16/2021

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 Northfield Area Family YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintain safe program conditions in the pool, deck and surrounding areas in accordance with YMCA and the YMCA of the USA swim lesson curriculum. A swim instructor provides direct leadership, instruction and motivation for students and families in group, private, and semi-private swim lessons.

ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with Y guidelines, having prepared lesson plans accordingly.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the Y. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Attends staff meetings and trainings as scheduled.
6. Follows all Y policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment.
8. Trains and supervises class aides as assigned.

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.

QUALIFICATIONS:

1. Certifications: CPR/AED, First Aid certification, Child Abuse Prevention, and Bloodborne Pathogen training within the first 30 days of hire.
2. Must be able to demonstrate swim instructor skills in accordance with Y standards.
3. YMCA Swim Instructor certification, or equivalent experience.
4. At least 16 years of age.

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.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____