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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC-TWO RIVERS YMCA JOB DESCRIPTION

Job Title: **Swim Instructor – Part Time**

FLSA Status: NonExempt - Hourly

Reports to: Aquatics Manager

Revision Date: 9/15/2022

POSITION SUMMARY:

The Y is a leading nonprofit for strengthening community, and the nation's largest provider of swim lessons to increase skill related to **Safety around Water**. This position provides direct leadership, instruction and motivation for students in swimming classes of all ages and abilities. Provides exceptional customer service to promote aquatics programs and the YMCA.

ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers. Provides exceptional customer service to promote the Aquatics program and YMCA.
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 YMCA 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 to Aquatics Manager and lifeguard on duty.
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 for the Professional Rescuer, AED, Basic First Aid certification.
- 2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- 3. WSI or YMCA Swim Instructor certification, or previous experience.
- 4. At least 15 years of age.

PHYSICAL DEMANDS

- 1. Must be able to remain alert.
- 3. Ability to instruct and observe participants in proper stroke techniques.
- 4. Adequate ability to hear noises and distinguish distress signals.
- 5. Ability to continuously scan class..
- 6. Ability to lift equipment, and to lift repeatedly, with the assist of the water, a small to average size child weighing up to 100 pounds.
- 7. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.

Signing the above job description indicates that the newly hired or currently employed YMCA staff member understands the duties of their job and the expectation the YMCA has for the highest level of customer service and job performance.

New Staff Member Please Print Name

New Staff Member Signature and Date

Signature of Aquatics Manager and Date

Signature of Associate Exec. and Date