



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Swim Instructor**  
FLSA Status: Non-exempt  
Status: P/T  
Reports to: Aquatic Coordinator

Job Code:  
Job Grade:  
Department: Aquatics  
Revision Date: 10/30/2017

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### **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. Communicate effectively and provide leadership in instructional areas of aquatic programs according to the YMCA aquatic policy while maintaining a safe environment.

### **ESSENTIAL FUNCTIONS:**

1. Work effectively with children and adults in a learning situation based on individual needs.
2. Use positive reinforcement as a reward for skills achieved as well as good behavior.
3. Ensure that each student has accomplished at least one goal during each class period.
4. Demonstrate and use equipment properly.
5. Teach with enthusiasm and creativity.
6. Instruct classes in accordance to the YMCA policies, including covering all class components and using proper teaching technique.
7. Maintain constant watch on all class members and ensure their safety during the class.
8. Keep children moving as much as possible to get the most out of class.
9. Communicate pool rules and swimming skills at the participant's comprehension level.
10. Communicate the child's progress effectively to parents and the child.
11. Communicate to direct supervisor any concerns or incidents that may need follow-up based on individual needs.
12. Communicate any suggestions to improve the program.
13. Develop lesson plans for each of the classes assigned.
14. Regularly update skill sheets for each class, accurately recording skills, attendance, and students' progress.
15. Complete and distribute progress reports on time.
16. Ensure a positive learning environment while maintaining a sufficient level of class control.
17. Adhere to all pool rules and policies.
18. Attend all scheduled staff meetings and training events.
19. Have equipment ready before class begins and store it properly after class.
20. Know and be ready to implement emergency procedures.
21. Report broken or damaged equipment to supervisor.
22. Other duties as assigned.

### **YMCA LEADERSHIP COMPETENCIES:**

**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. At least 16 years of age
2. Current YMCA/ Red Cross Lifeguard
3. YMCA/Red Cross Aquatic Safety Assistant (current, proper level of CPR and first-aid must be maintained)

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. Able to lift up to 50 pounds
2. Physical and mental pre-requisites and requirements for certification courses

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_