

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Swim Instructor
GRADE: II
SUPERVISOR: Aquatics Director
DATE: July 2018

Position Overview: Under the direction of the Aquatics Director and in accordance with the Strategic Road Map of the Marion Family YMCA, swim instructors instruct progressive aquatic skills as outlined by the National YMCA Aquatic Programs and provide excellent service to class participants in a safe, enjoyable, and positive environment that nurtures youth development and promotes healthy living. This position provides direct leadership, instruction and motivation for students in swimming classes. Instructor must role model the Y values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, volunteers, program participants and others.

Position Requirements:

Must be at least 16 years of age. Must have and maintain certifications in CPR for the Professional Rescuer, AED, and Basic First Aid. Must be able to demonstrate swim instructor skills in accordance with Y standards. Encouraged to obtain Y Swim Lesson Instructor and Lifeguard certifications.

Physical Requirements: Incumbent must have the ability to instruct and observe participants in proper stroke techniques. Ability to lift equipment, and to lift a small to average size child. The employee is regularly exposed to warm, wet and/or humid conditions. The noise level in the work environment is usually loud.

ESSENTIAL FUNCTIONS:

1. Build meaningful relationships with members and participants; help members connect with one another and to the Y.
2. Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
3. Instruct swimming lessons in accordance with Y guidelines, having prepared lesson plans accordingly.
4. Have complete knowledge of, and demonstrate efficiency in, all aquatic emergency procedures.
5. Follow all basic program standards including greeting participants five minutes prior to class start, keeping accurate attendance records, and learning participants' names.
6. Build effective, authentic relationships with students and parents; helps them connect with each other and the Y; encourage parent involvement and identify potential volunteers.
7. Convey information on aquatics programs and schedules and as appropriate; refer students and parents to other programs.
8. Maintain records as required (i.e. attendance, progress reports, final evaluations etc.).
9. Attend staff meetings and trainings as required.
10. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
11. Organize and put away needed class equipment; care for equipment and supplies; and report damaged equipment.
12. All other duties as assigned.
13. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. An aquatic environment that is safe and friendly.
3. A Y that has a wide variety of programs that nurture the potential of all Marion area youth and teens.
4. A Y that is welcoming to the community and reflects our mission and values.
5. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
6. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

The Marion Family YMCA instills the values of caring, honesty, respect and responsibility through programs and services that build healthy, spirit, mind and body for all.