

## Marion Family YMCA

### POSITION DESCRIPTION

**TITLE:** Swimming Lesson Instructor  
**GRADE:** II  
**SUPERVISOR:** Aquatics Director  
**DATE:** October 2020

**Position Overview:** Under the direction of the Aquatics Director and in accordance with the Strategic Road Map of the Marion Family YMCA, the Swim Lesson Instructor is responsible for the implementation of the swim lesson program. Incumbent must exemplify the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

**Position Requirements:** Position requires a person with some experience in an aquatic facility. Incumbent should hold current YMCA or American Red Cross aquatic certifications including Lifeguard and Y Swim Instructor. Additional needed skills include an understanding of the YMCA as a cause-driven organization and the ability to communicate effectively with people of all ages and backgrounds. CPR Pro and First Aid certifications also required.

**PHYSICAL REQUIREMENTS:** Incumbent must be able to meet physical requirements to hold aquatic certifications including but not limited to lifeguard and swim instructor; and meet all physical requirements of Lifeguard and Swim Instructor position descriptions.

### ESSENTIAL FUNCTIONS:

1. Through hands-on program delivery, build personal and meaningful relationships with YMCA members, participants, volunteers, guests, staff and donors; help members connect with one another and the with the Y.
2. Work daily to nurture the potential of youth and help people improve their well-being.
3. Maintain a safe aquatics environment.
4. Maintain a clean & sanitary environment by following all department & association protocols for health, cleaning & sanitizing; and proactively cleaning & sanitizing any area of the building as needed.
5. 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.
6. Lead swimming lessons to accomplish the Y mission and goals providing a class environment that meets members' wellness needs and builds relationships among participants.
7. Maintain knowledge of Y wellness related programs, and general wellness trends to provide effective information and support to members.
8. Follow all basic program standards including greeting participants five minutes prior to class start, keeping accurate attendance records, and learning participants' names.
9. Set up class area; move and secure necessary equipment.

10. Prepare class material and present to participants in specific class format.
11. Work in a safe manner to avoid accidents and injuries.
12. Attend all required in-service trainings and staff meetings.
13. Have complete knowledge of all Emergency Procedures.
14. Work with and communicate needs to lifeguard on duty.
15. 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 participants as reflected in member retention and program participation.
2. An environment where safety and risk management is the highest priority.
3. High quality swim lessons that meet Y Swim Lesson standards and nurture the potential of all participants as reflected in program growth and parent evaluations.
4. A YMCA aquatic center that is welcoming to the community and reflects our mission and values.
5. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.