



YMCA of Cass and Clay Counties Job Description

Position Title: **Swim Lessons Instructor**

Department: Aquatics

Classification: Non-Exempt

Supervisor: Aquatics Coordinator

YMCA Leadership Level: Leader

Background Check Level: 1

Revision Date: 2/20/19

Mission:

The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

Position Summary:

Under the supervision of the Aquatics Coordinator, this position is responsible for the direct leadership, instruction and motivation for students in swimming classes.

Supervision of:

None

Qualifications:

Required Education, Certifications, Experience

1. At least 15 years old
2. CPR Certification for Adult, Child, and Infant (may not be an online course)
3. First Aid Certification

Must have at least one of the following:

- a) Water Safety Instructor (WSI) Certification
- b) 6 months experience working in an Aquatics Program
- c) 6 months experience working with youth

Required Within a Specific Time Frame:

1. Within 6 months of hire: YMCA Swim Lessons Instructor Training

Other Important Skills and Abilities:

1. Positive, effective, calm and professional communication – verbally and written – with staff, children, parents and others – tailoring the communication style to the appropriate audience
2. The ability to work effectively with people of different backgrounds abilities, opinions and perceptions.
3. Excellent customer service skills
4. Excellent attention span
5. Has a basic understanding of safety procedures

Essential Functions:

YMCA Competencies – **Leader:**

1. 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 fundraising

2. 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

3. 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

4. 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

Position Specific Competencies:

1. Develops lesson plans that are both challenging and appropriate for each class level taught.
2. Supervises students and ensures their safety at all times
3. Provides feedback to aquatics supervisors concerning all programs in which you are involved
4. Maintains records as required (ex: attendance, progress reports etc.) and evaluates all students continuously, distributing progress reports to each student at the end of each session.
5. Is responsible for the safety of all people who enter the pool area
6. Is responsible for the knowledge and understanding of the Aquatics department policies and procedures
7. Keeps the pool and pool areas clean and clear of any potential hazards
8. Informs aquatics supervisors of maintenance personnel of any problems or necessary repairs
9. Is prepared to effectively communicate all YMCA rules and policies
10. Maintains a constant communication pipeline with the Aquatics Director and Aquatics Coordinator
11. Is trained and educated in all YMCA preschool levels and all American Red Cross levels
12. Exchanges resources and information with other fellow YMCA employees
13. Is aware of the legal implications of their job. Assumes responsibility for all actions taken or failure to act properly in the pool area, this includes all duties as described in the job description, all YMCA policies and all skills as certified by the American Red Cross

Other:

1. Is on time and present for scheduled shift; when unable to work scheduled shift – informs supervisor per policy
2. Attends mandatory departmental meetings and training sessions as required
3. Maintains a neat and clean work area, free of hazards
4. Follows YMCA policies and departmental procedures
5. Follows all emergency and safety procedures
6. Other duties upon request by immediate supervisor

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an "undue hardship" on the employer.

- 67-100% of Shift: Swimming; Light grasping; Seeing; Speaking, Hearing, Understanding the English Language; Reading & Writing the English Language: pushing or Pulling up to 25 lbs.; Lifting or Carrying up to 20 lbs.; Exposure to excessive noise or vibration; Exposure to extreme temperature or humidity; Exposure to dust, gas or fumes
- 34-66% of Shift: Bend; Kneel; Squat; Twist; Reach above head; Pushing or Pulling 26 to 50 lbs.
- 6-33% of Shift: Stand and Walk; Forceful grasping; Pushing or Pulling 51 to 75 lbs.; Lifting or Carrying 21 to 50 lbs.; Lifting overhead 11 to 20 lbs.;
- 1-5% of Shift: Sit in a chair; Sit on the floor/ground; Fine dexterity; Keyboard and Mouse use; Pushing or Pulling 76 to 100 lbs.; Lifting or Carrying 51 to 100 lbs.; Lifting overhead 51 to 100 lbs.; Working with chemical, explosive or burn hazards

*The YMCA of Cass and Clay Counties is an Equal Opportunity Employer.
We conduct a pre-employment criminal background check on all employees.*

Acknowledgement for receipt of Job Description:

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I can perform this position with or without accommodations. If I feel that I need accommodations – I have attached information regarding this.

_____ Employees Name (Please Print)	_____ Date
_____ Employee Signature	_____ Date