



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **DECATUR FAMILY YMCA**

Job Title: **Swim Instructor**

FLSA Status: Part Time

Reports to: Health, Wellness & Aquatics Director

Revision Date: 07/6/2020

---

### **POSITION SUMMARY:**

Provides direct leadership, instruction and motivation for students in swimming classes.

### **ESSENTIAL FUNCTIONS:**

1. Instructs swimming lessons in accordance with YMCA guidelines, utilizes structured YMCA of USA lesson plans.
2. Builds effective, authentic relationships with students and parents.
3. Conveys information on YMCA programs and schedules.
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.
8. Trains and supervises class aides as assigned.
9. Shadows swim lesson program for 8 weeks.

### **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 and Emergency Oxygen.
2. YMCA Swim Instructor certification, or equivalent.
3. Must be at least 16 years of age.
4. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
5. Training requirements within 90 days of hire include completion of: CPR/First Aid/AED, Child Abuse Prevention, Bloodborne Pathogens, Harassment at the Y and Y101.

**PHYSICAL DEMANDS:**

Ability to instruct and observe participants in proper stroke techniques.

Ability to lift 25lbs.

Staff Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DECATUR FAMILY YMCA**

220 West McKinley Ave. Decatur, IL 62526

**Phone** 217-872-9622 **Fax** 217-872-4294

**[www.decaturymca.org](http://www.decaturymca.org)**