



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Swim Instructor
STATUS: Part-time, Non-exempt
REVISED: Jun-20

DEPARTMENT: 05-Aquatics
REPORTS TO: Aquatics Director
BRANCH: Pabst Farms

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. Provide age appropriate water safety instruction and development of swimming skills in a manner that is motivating and encourages self-confidence of participants.

QUALIFICATIONS:

- 16 years of age or older.
- Demonstrated ability to teach development of swimming skills.
- Certifications that must be obtained and maintained within first 90 days: Water Safety Instructor (WSI), Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Prepare lesson plans and provide instruction to participants in accordance with YMCA & WSI guidelines.
- Maintain accurate and up-to-date class records, including but not limited to: attendance, lesson logs, and progress reports.
- Develop relationships and regularly communicate progress with parents.
- Ensure class preparations are complete and begin instruction according to set schedule. Clean-up and put materials away after class.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Tells the Y story in regular interactions with members.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Building Relationships

- Interprets messages and body language effectively.

- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Reflects on and learns from successes and mistakes.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.
- Leads with empathy, anticipating how actions and works impact others.
- Acts in alignment with personal and organizational values in all situations.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor. Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date