



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**
Leadership Level: Leader 3
Status: P/T
Reports to: Aquatics Director

Pay Range: \$9.53 - \$14.30
FLSA Status: Non-Exempt
Department: Aquatics
Revision Date: 3/21/2018

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

ESSENTIAL FUNCTIONS:

- Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
- Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
- Maintains records as required (i.e. attendance, progress reports, etc.).
- Attends staff meetings and trainings as scheduled.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Organizes and puts away needed class equipment. Reports damaged equipment.
- Trains and supervises class aides as assigned.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification and Emergency Oxygen.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- YMCA Swim Instructor certification, or equivalent.
- At least 16 years of age.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____