



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

Shasta Family YMCA

Job Description

Title:	Swim Instructor	Dated:	March 18, 2021
Reports to:	Aquatics Director and Program Director	FLSA Status:	Non-exempt
Department:	Aquatics	Supervisory:	None

Position Summary:

Under the direction of the Aquatics Director and Program Director, the swim instructor is responsible for increasing swimming skills and safety in and around water by providing direct leadership, instruction and motivation for students in swimming classes.

Qualifications:

- Must be at least 16 years old, with valid work permit.
- YMCA Swim Instructor certification or equivalent.
- Must have a current CPR Pro, AED and First Aid Certifications.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

Essential Functions:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Adapts and modifies instruction to meet each child's needs.
3. Keeps teaching environment safe and fun.
4. Maintains a positive and pleasant attitude and offer positive reinforcement to all participants. Be patient and caring with all participants
5. Communicates to parents on children's performance both orally and through professionally written evaluations.
6. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identify potential volunteers.
7. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
8. Maintains records as required (i.e. attendance, progress reports, etc.).
9. Attends staff meetings and trainings as scheduled.
10. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
11. Organizes and puts away needed class equipment. Report damaged equipment.
12. Trains and supervises class aides as assigned.
13. Performs other duties as assigned.



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Physical Demands:

Ability to communicate verbally, including projecting voice across distance in normal and loud situations. Frequently required to stand, walk, swim, have finger dexterity, grasp, perform repetitive motions, lift, push/pull and/or move up to 25 pounds, talk, hear and have visual acuity. Intermittently required to bend, stoop, kneel, twist, reach with hands, lift, push/pull and/or move up to 50 pounds. The work is performed both in an indoor pool and outdoor pool. While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

YMCA Competencies (Leader):

Mission and Community Oriented: Accept and demonstrate YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.

People Oriented: Seek to understand the other person's point of view, and remain calm in challenging situations. Build rapport and relate well to others. Listen for understanding and meaning; speak and write effectively. Take initiative to assist in developing others.

Results Oriented: Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discover ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work and actively participate in meetings. Support fundraising. Follow budgeting policies and procedures, and report all financial irregularities immediately.

Personal Development Oriented: Accurately assess personal feelings, strengths and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change, and seek opportunities in the change process.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.