

YMCA OF GREENVILLE
Job Description

POSITION TITLE: Swim Instructor **BRANCH:** Eastside
REPORT TO: Aquatic Director **DEPARTMENT:** Aquatics
CREATED: 9/99; **REVISED:** 01/10 **STARTING SALARY:** \$7.70

GENERAL FUNCTION:

The swim instructor is responsible for the safety of members and program participants within the pool area. They are responsible for knowing and executing aquatic policies and emergency procedures. The swim instructor will be responsible for teaching the YMCA program structure and philosophy, while incorporating the YMCA mission and character development qualities into their lesson plans and swim lessons. They will also provide standard session and lesson plans for each swim lesson. The swim instructor is responsible for keeping accurate statistics, such as attendance and achievement of lesson objectives, on all swim lesson participants. The swim instructor will play a major role in program growth and membership retention.

QUALIFICATIONS:

Must be a minimum of 16 years of age and recommended having previous instructing experience. They must currently be certified in CPR/AED PR as well as standard first aid. Lifeguard certification is preferred but not required. Must attend New Employee Orientation, Branch Orientation, Blood Borne Pathogens (once a year), and child abuse training (once per year). YMCA Swim Instructor certification or American Red Cross Water Safety Instructor training is strongly recommended. This person must possess good communication skills, and the ability to communicate with parents, staff, volunteers, and members.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment often has high levels of humidity, heat, moisture, moderate levels of noise, and exposure to dangerous chemicals. To successfully perform the essential functions of this job the employee is regularly required to swim, stand in water for long periods of time, lift and support swimmers, and go underwater. The employee is regularly required to assist swimmers into and out of the water, which may require lifting 10 pounds and occasionally up to 30 pounds. Vision requirements include close and far vision. While performing the duties of this job, the employee is regularly required to talk and hear.

PRINCIPLE ACTIVITIES:

1. Conduct swim lessons in a safe and professional manner, being aware of all participants in the class.

2. Teach swim lessons in accordance with the YMCA national swim program policy and procedures.
3. Prepare well-planned session and lesson plans, which follow the objectives and guidelines set forth by the YMCA national swim program.
4. Maintain accurate student records to include attendance, skill sheets and progress reports.
5. Complete and hand out progress reports and aquatic evaluations on the last class of each session.
6. Participate in aquatic instructor trainings and meetings.
7. Assist in the safety and maintenance of the storage and pool areas.
8. Communicate with parents on child's progress and maintain rapport with program participants.
9. Initiate communication with Aquatic Director or designee about program problems.
10. Report 15 minutes prior to the start of each class to prepare equipment and class supplies.
11. Secure a substitute in the event of an illness or emergency, and then notify the Aquatic Director or designee.

EFFECTS ON END RESULTS:

The swim instructor will:

- Encourage growth in all swim level participants
- Provide and help improve the quality of programs, driven by input from parents and students
- Receive positive written and oral evaluations from participants and members
- Provide overall safe, productive, and effective aquatic programs

I have read and understand the above:

Swim Instructor

Date

Aquatic Director

Date