



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cortland County Family YMCA Job Description

Job Title: Swim Instructor
Employee: _____
Work Location: Cortland Family YMCA
Department: Aquatics

Reports To: _____
FLSA: Part-time Non-Exempt

A Career with a Cause:

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

General Functions:

Under the direction of the Aquatics Director, the Swim Instructor provides direct leadership, instruction and motivation as well as assuring the safety, well-being, and enjoyment for students in swimming class. The instructor is responsible for teaching classes using YMCA of the USA guidelines and association policies in accordance with their training. Instructors ensure safety at all costs and maintain an effective, quality program.

YMCA Aquatic Department Quality Service Theme:

We make a positive difference in people's lives by providing a quality aquatic experience for all.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Instruct swim lessons as assigned in accordance with YMCA guidelines in a professional, courteous, manner and eliminate unsafe practices and hazards.
- Have prepared lesson plans for each session and class.
- Develop positive relationships with participants and provide motivational support and guidance.
- Wear a uniform consistent with branch dress code: one piece bathing suit (some branches may require staff shirt, whistle, and staff ID).
- Arrive 15 minutes early on deck in uniform for all shifts.
- Cover all shifts. When unable to cover a shift, instructor must find their own substitute.
- Set-up, organize and clean-up all class materials, report any damaged equipment to supervisor.
- Convey basic information aquatics programs and schedules.
- Communicate with parents responding to questions or comments about the class.
- Attend all mandatory meetings and trainings.
- Greet all class participants and/or family members in a courteous and friendly manner.
- Maintain accurate records (i.e. attendance, progress reports, class skill performance records etc.).
- At all times, maintain physical presence with class and remain aware of pool surroundings and patrons in the pool
- Maintain cleanliness of facility.
- Know, follow, and enforce all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- All other duties, as assigned by Supervisor.

Qualifications:

- Possess the ability to instruct and observe participants in proper stroke technique.
- Must be people oriented and possess good communication skills.
- Must have approval of aquatics coordinator to teach lessons.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness, Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.

- Must hold and maintain current CPR, AED, first aid and oxygen administration within 60-days of hire date.
- Must obtain YMCA Swim Instructor certification with 6 months of hire date

Core Competencies:

- Supports the Mission, Vision, and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect, and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Physical Demands:

Remain alert with no lapses on consciousness. Hear noises and distress signals in an aquatic environment, including in water with background noise and perform all needed rescue skills. Operate alone as an instructor, without other instructors for support. Project voice across aquatic area. Ability to frequently stand, sit, walk, talk, hear, swim, bend, reach, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb up and down an elevated chair, lift, move and carry

approximately 45 pounds, climb a minimum of two flights of stairs (approximately every 1/2 hour) and use of hands and fingers. Ability to handle emergency situations. Ability to lift a small to average size child. Specific vision abilities required close, color, distance, peripheral, depth perception, and ability to adjust focus.

Work Environment:

Work is performed in a typical aquatic environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool areas may occur.

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgement Sign Off:

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the Swim Instructor position, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date

Supervisor Name, Title

Supervisor Signature

Date