

YMCA of Greater Houston Job Description

Job Title: **Youth Development – Swim Instructor**

Job Code:

FLSA Status: Non-Exempt

Job Grade:

Reports to: Aquatics Director

Revision Date: 04/17

Position Summary:

Provides leadership, instruction and motivation for participants in swimming lessons. Creates a safe and positive atmosphere promoting member safety and engagement, youth development and healthy living in accordance with YMCA policies and procedures.

Essential Functions:

1. Knows and understands all emergency procedures and responds to emergency situations immediately and appropriately, in accordance with YMCA standards, policies and procedures.
2. Maintains all required certifications, in accordance with YMCA standards, policies and procedures.
3. Conducts swim lessons, as assigned, in accordance with YMCA standards, policies and procedures.
4. Develops swimming and water safety skills using effective organizational patterns, observation, instructional floatation devices and teaching techniques, adjusting for each participant's developmental needs.
5. Creates a positive student experience by providing effective feedback, celebrating success, and encouraging progress.
6. Create a positive parent experience by providing a first day orientation, interacting before and after each lesson, giving constructive feedback and giving opportunities for at home learning. Address parent concerns and communicate with aquatics leadership.
7. Maintains accurate records of attendance and progress, as required by YMCA standards, policies and procedures.
8. Performs daily equipment checks and reports damaged equipment. Prepare equipment prior to class start. Organizes and puts away all equipment after use.
9. Attends all staff meetings and trainings, including in-services, as required by YMCA standards, policies and procedures.
10. Maybe required to conduct private swim lessons, stroke development clinics, or other aquatics programs as needed.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfil community needs. Recruits volunteers and builds effective supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Qualifications:

1. Minimum age of 16 years
2. Demonstrate Swim Instructor skills in accordance with YMCA standards, policies and procedures.
3. Current/or must obtain prior to first scheduled shift: ASHI certification for BLS for Healthcare Providers and Professional Rescuers (includes AED), First Aid and Emergency Oxygen and YOTS Child Abuse Prevention Training, Information Security and Awareness, Workplace Harassment and Bullying, Universal Precautions, New Staff Orientation Assessment
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

Language Skills:

Ability to read, interpret, retain and teach safety rules, maintenance instructions and aquatics education manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, members and other staff, as well as one-on-one situations.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to apply common sense, understanding and sound judgment to carry out instructions in written, verbal or diagram form, including assisting with curriculum learning. Ability to deal with problems involving several concrete variables in standardized situations. Ability to maintain confidentiality. Ability to be sensitive and alert to the needs feeling and safety of others. Ability to follow YMCA policies and procedures and state health department code requirements.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to handle and/or feel objects, tools and/or controls; climb, balance, stoop, kneel, crouch and/or crawl. The employee is frequently required to reach with hands and arms and taste and smell. The employee must frequently move and/or lift up to 60 pounds. Possess adequate vision and hearing to safely monitor and aquatic environment and children. Ability to remain alert, continuously scan all areas of the pool with clear vision and perform strenuous physical tasks necessary for a

water rescue. Ability to hear voices, distinguish distress signals and communicate verbally, including projecting voice across distance in both normal and loud situations.