



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **FERGUS FALLS AREA FAMILY YMCA JOB DESCRIPTION**

**Job Title:** Swim Lesson Instructor

**Job Status:** Part Time

**Reports To:** Aquatics Coordinator

**Revision Date:** June 2016

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### **POSITION SUMMARY:**

Under the direction of the Aquatics Coordinator and in accordance with the goals and objectives of the Fergus Falls Area Family YMCA, a Swim Lesson Instructor must be an energetic, dedicated and motivated individual who enjoys swimming and teaching people of all ages. This position provides direct leadership, instruction and motivation for students in swimming classes. In addition he/she is to aid the Fergus Falls Area Family YMCA in fulfilling our mission to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **SKILLS AND QUALIFICATIONS:**

A Swim Lesson Instructor must be able to demonstrate swim instructor skills in accordance with YMCA/Red Cross standards. Swim Lesson Instructor must be at least 16 years of age. Swim Lesson Instructors are to have current certification in First Aid, CPR Pro and Red Cross WSI or equivalent.

### **Essential Function:**

1. Develop meaningful relationships with parents, youth, and other YMCA staff. Patience and persistence coupled with the ability to relate to children and or adults in a caring, professional manner. Demonstrate and sound judgment in handling issues with staff and members.
2. Know, understand and follow all rules, policies and chain of command of the YMCA facility. Responsible for knowing and assisting in performing the Emergency Action Plan. Responsible for helping to complete and turn in an incident report immediately after an occurrence.
3. Able to maintain self-control in stressful situation and workload pressures without exhibiting negative behaviors.
4. Assist lifeguards during transition times and emergencies. Ability to see and hear noises in the aquatic environment and be able to recognize swimmers who may need assistance.
5. Notify the Aquatics Coordinator, Executive Director, or other staff member, whenever a potentially serious problem is noticed concerning the pool or pool area.
6. Attend all aquatic and instructor meetings, training and in-service. Notify the Aquatics Coordinator if you are unable to attend.
7. Complete all required employment records, including time cards, in an honest and timely manner.

### **Lesson Duties and Responsibilities:**

1. Teach every class scheduled through the entire session. Substitutes should be used only as a last resort. Complete sub form.
2. Familiar with the YMCA/Red Cross swimming levels and the skills taught at each level and prepare lesson plans accordingly.
3. Arrive on deck 10 minutes prior to the start of the first class and have all necessary equipment ready before class.
4. Start and end class on time.
5. Keep accurate attendance records and follow up on students missing class.
6. Learn the student's names as well as teaching them yours.
7. Responsible for safety of students and never leave a class unsupervised
8. Be in water with the class unless observing and evaluating strokes.
9. Responsible for putting own equipment away.
10. Have progress reports, class evaluations and student's evaluations completed by deadlines.
11. Be available to talk to parents and students after class and handle any concerns or complaints in a calm, professional manner. Refer any difficult situations to the supervisor.
12. Ensure a positive appearance and attitude when dealing with negative feedback.

**PHYSICAL REQUIRMENTS:**

- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.

**YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill 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-value experience for members.

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

*Disclaimer: The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the Fergus Falls Area Family YMCA and the employee and is subject to change by the Fergus Falls Area Family YMCA as the needs of the association and requirements of the job change.*

**I have read the Fergus Falls Area Family YMCA Job Description and I fully understand and know what my responsibilities are in order to do my job effectively.**

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Employee Printed Name Date

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Employee Signature Date

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Supervisor Printed Name Date

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Supervisor Signature Date

*The Fergus Falls Area Family YMCA puts Christian principles into practice through programs that build healthy, sprit, and body for all.*