

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Swim Instructor
GRADE: II
SUPERVISOR: Aquatics Director
DATE: October, 2011

Position Overview: Under the direction of the Aquatics Director and in accordance with the goals and objectives of the Marion Family YMCA, swim instructors instruct progressive aquatic skills as outlined by the National YMCA Aquatic Programs and provide excellent service to class participants in a safe, enjoyable, and positive environment that promotes nurturing youth development and healthy living. Instructors must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

Position Requirements: Must obtain and maintain current certifications in CPR with AED and First Aid. Encouraged to obtain YMCA Swim Lessons Instructor certification.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee should have the ability to conduct classes and activities related to swim instruction, and the ability to perform all physical aspects of the position, including walking, standing, bending, reaching and lifting. The employee should be able to physically participate in the instruction of the class.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.

ESSENTIAL FUNCTIONS:

1. Build meaningful relationships with members and participants; help members connect with one another and to the YMCA.
2. Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
3. Promote the mission of the Marion Family YMCA and core values of caring, honesty, respect, and responsibility in all job-related functions.
4. Lead and instruct class participants in skills associated with the class level.
5. Use safe teaching methods, demonstrate good discipline, and maintain class control.
6. Ensure that appropriate equipment is accounted for and ready for class use.
7. Keep accurate class attendance records.
8. Conduct self in a professional, friendly, helpful, courteous and diplomatic manner.
9. Assist in screening and classification of new and returning students into appropriate skill classes.
10. Teach according to progression detailed on skill level sheets noting accomplishments and weaknesses.
11. Collect and store all instructional equipment at the end of each class.
12. Inspect equipment and report damages or defects to Aquatics Director.
13. Keep parents apprised of students' strengths, accomplishments and weaknesses.
14. Conduct periodic evaluations of students' progress throughout entire session.
15. Conduct final evaluations of students' progress and complete required forms.

16. Attend and participate in applicable training and staff meetings.
17. Follow YMCA policies and procedures; respond to emergency situations.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. Members are connected and supported as measured by member satisfaction surveys, program evaluations and other means.
3. A Y that is welcoming and supportive of Health Seekers.
4. A Y that is welcoming to the community and reflects our mission and values.
5. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
6. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.