



Job Description

Title: Group Swim Instructor
Reports to: Aquatic Director/Private Lesson Coordinator
Pay Scale: \$8.00 – 10.00
Hours: Vary depending lesson schedule
Benefits: Discount rate for training's and re-certifications.
YMCA Facility Membership

GENERAL FUNCTION: These general functions will be carried out in keeping with the Goals and Mission of the Sonoma County Family YMCA.

Under the direction of the Aquatic Coordinator/Private Lesson Coordinator this position is responsible for the welfare of all members/participants utilizing the pools and adjacent areas. The instructor should ensure an atmosphere of professionalism, discipline, friendliness, and safety within the framework of the Sonoma County YMCA Aquatics programs. YMCA staff must be supportive of other employees and be able to work together as a team. They must present themselves in an exemplary manner while on duty. They must be self-reliant and be able to work well with parents, children and members. Employees must be willing to be in appropriate uniform at all times and follow dress code standards.

REQUIRED QUALIFICATIONS:

- 15 years of age or older
- Ability to demonstrate all strokes

RECOMMENDED:

- Experience *teaching* swimming (not necessary, will train).
- American Red Cross Water Safety Instructor or YMCA Swim Instructor Certificate.
- Experience working with children.
- YMCA Principles of Aquatic Leadership Certificate.

JOB RESPONSIBILITIES:

- Teach swim lessons following National YMCA Aquatic Program guidelines.
- Emphasize and maintain safety during all lessons.
- Have fun with your students and promote enjoyment of swimming.
- Arrange for coverage of classes in the event of absence.
- Reports to shift dressed and ready to assume responsibilities a minimum of 5 minutes early.
- Assist Lifeguard(s) with deck preparations (must be able to lift, unaided, 40 pounds).
- Maintain accurate daily attendance records for your classes and yourself.
- Fill out progress reports completely and prior to last day of class, including mid-session report cards.
- Attend all staff meetings and training's.
- Knowledge of emergency procedures and use of lifesaving equipment.
- Educate participants on proper water safety procedures.

KNOW HOW:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 swim, walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of members or employees or the organization.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

EFFECT ON END RESULTS:

This position will have an impact on the safety of all members and program participants who utilize the aquatic area.

I have read and understand the expectations and duties of the job I am being hired to do.

Signature _____ Date _____