



WALLA WALLA YMCA Position Description

Job Title: **Swim Instructor**

FLSA Status: Non-Exempt, Part-time

Reports to: Director or Assistant Director of Aquatics

Revision Date: 2/2020

Position Summary:

Teaches swimming techniques, swimming strokes, and water safety rules to all ages with varying swimming abilities. Assisting more experienced swimmers to enhance their swimming abilities. Assessing the progress of each person. Creates a safe and positive atmosphere that promotes participant safety and engagement in accordance with YMCA policies and procedures.

Essential Functions:

- Ensures safety of children in swim lessons program by maintaining surveillance on classes.
- Communicates efficiently and patiently with students and parents of swim students.
- Follows established YMCA Aquatic Department/Employee Handbook policies and procedures.
- Enforces safety rules for all classes.
- Recognizes and responds effectively to emergencies in the pool or on deck.
- Clears pool of all users as necessary in the event of serious emergency and/or potential or known contamination.
- Enforces all applicable pool regulations including those of the state relating to safety, hygiene.
- Ensures the completion of all accident and incident reports.
- Reports any serious situations to Aquatics Director in a timely and thorough manner.
- Immediately reports any unsafe conditions or equipment.
- Attends and participates in staff training sessions.
- Assists Aquatics Director or Assistant Director in all staff training sessions.
- Performs other duties as assigned.

Position Qualifications:

- Minimum 14 years of age.
- CPR for the Professional Rescuer, AED, and Basic First Aid certification preferred but not required.
- Water Safety Instructor preferred but will train with encouragement to get WSI after 16th Birthday.
- Experience working with children.
- Ability to be demonstrate patience and kindness.
- Ability to focus on maintaining a safe swimming environment.
- Ability to communicate effectively with participants, parents, and staff.
- Ability to keep on task.



- Ability to take charge of accidents and incidents; provide guidance to guards as needed.
- Possess quick thinking and decision-making skills.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. *Collaboration:* Works effectively with people of diverse 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. Clarifies tasks, plans work and actively participates in meetings. 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. 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.

Physical Demands:

1. Ability to stand and move easily in water.
2. Must be a strong swimmer.
3. Display good verbal and written communication skills - English
4. Ability to lift more than 20 pounds on occasion.
5. Show responsible, reliable, professional, and mature behavior

This description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.