



WALLA WALLA YMCA Position Description

Position: Swim Lesson Instructor
Reports to: Aquatics Director

Part Time / Non-Exempt
Updated: March 2022

Position Summary:

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

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.
- Serves as a Role Model for all health and safety protocols. Enforces safety rules for all classes.
- Recognizes and responds effectively to emergencies in the pool and 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 and COVID prevention protocols.
- Ensures the timely and accurate completion of all Accident and Incident Reports.
- Reports any serious situations to Aquatics Director or Swim Instruction Coordinator in a timely and thorough manner.
- Immediately reports any unsafe conditions or equipment.
- Attends and participates in staff training sessions.
- Assists Aquatics Director, Assistant Director and Swim Instruction Coordinator in 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 when age 16.
- Experience working with children.
- Ability to demonstrate patience and kindness.
- Ability to focus on maintaining a safe swimming environment.
- Ability to communicate effectively with participants, parents, and staff.
- Ability to stay on task and conduct oneself in a professional manner.
- Ability to take charge in the event of an accident and incident, and to provide guidance to guards as needed.
- Professionalism, 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 in English. Fluency in Spanish is a plus.
4. Ability to lift more than 20 pounds on occasion.
5. Demonstrates responsible, reliable, professional, and mature behavior.

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.