



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION

SWIM INSTRUCTOR (SEASONAL - PART TIME)

Swim Instructor provides direct leadership, instruction, and motivation to students in swim lessons. At all times, staff must represent the mission, cause, and values of the YMCA and all of its programs. Work to achieve the goals and objectives of the YMCA of San Joaquin County. Must be professional, alert, courteous, and tactful.

DUTIES AND RESPONSIBILITIES:

The Swim Instructor must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Swim Instructor will be responsible for the following:

1. Lead instructional swim classes as assigned following YMCA aquatic swim lessons.
2. Maintain safety during all lessons.
3. Maintain records as required; attendance, progress reports, and other statistics required.
4. Maintain a positive environment for participants. Develop and maintain positive relationships with participants, staff, and community.
5. Prepare environment before swim lessons and return equipment at end.
6. Act as secondary responder in case of emergency, incident, or illness.
7. Adhere to aquatic uniform policy.
8. Participate in in-services and training opportunities.
9. Maintain equipment. Report any damage to Pool Supervisor.
10. Alert supervisors of any changes needed.
11. Market and promote programs.
12. Secure qualified substitute swim instructor when needed and approved by Pool Supervisor.

This Job Description is an outline of basic responsibility. Additional duties may be assigned as deemed appropriate and/or necessary.

QUALIFICATIONS/ENTRY REQUIREMENTS:

1. Must be at least 16 years old.
2. Current Lifeguard, YASA, or equivalent, CPR- Pro, AED, Basic 1st Aid, certifications (or obtain certification before hire date.)
3. Must be proficient in swimming and safety skills.
4. Must be able to communicate effectively.
5. Must be observant, safety conscious and able to react calmly and quickly to an emergency
6. Reliable transportation for routine duties, and emergency situations.

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 occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.