



Bethlehem YMCA Job Description

TITLE: Swim Lesson Instructor
REPORTS TO: Aquatics Coordinator/Director

GENERAL FUNCTION:

Works under the guidance of the Aquatic Coordinator/Director to ensure that all aspects of the swim lessons function properly.

*Hours as scheduled per Aquatic Coordinator/Director.

KNOW HOW:

The Swim Lesson instructor should bring to this position relevant swimming knowledge in a group setting. Must have or be willing to obtain a Criminal Background Check and Child Abuse Clearance. Must be at least 16 years of age and certified in Professional Rescuer CPR and First Aid, American Red Cross or YMCA Lifeguarding, YMCA Child Abuse Prevention and Blood Borne Pathogens. Optional "Working With" trainings, a national certification in a related field, or YMCA Swim Instructor certification/ American Red Cross WSI is recommended.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the YMCA's definition of essential functions for this job but does not restrict the tasks that may be assigned. Other duties and responsibilities may be assigned at any time due to reasonable accommodation or other reasons.

1. Report to work, on deck in proper attire, 5 minutes prior to scheduled class time.
2. Always introduce self to students/parents.
3. Learn students' names and who is in class.
4. Be prepared for class with an instructional plan. Know the proper skills per instructional level.
5. Inform supervisor of any problems that you may be having. Report any new participants whose name does not appear on the roster to your supervisor.
6. Refer parents with major concerns or questions to the Aquatic Coordinator/Director.
7. Do not talk to parents during lesson time. Deal with parent communications before or after class.
8. Never assume you may transfer a child to another class. Please consult with your supervisor before moving a child to another group.
9. Take attendance for all classes. Keep accurate attendance records on the proper form.
10. Submit an attendance record to your supervisor at the conclusion of the session.
11. All classes must begin and end on time.
12. Display leadership qualities; provide direct instructional leadership.
13. Maintain a safe and professional environment. Never take your eyes off your group. Enforce all rules and safety policies. Understand procedures to follow in case of emergency.
14. Understand all pool rules and teach and enforce these rules in your classes.
15. Put all needed class equipment away at the conclusion of your class.
16. Neatly and accurately complete skill records forms. Return these forms to your supervisor at the conclusion of the session.
17. Send completed evaluation form home with each child. Have these ready to hand out before class begins.
18. Communicate/interpret the child's progress to parents on a regular basis.

19. Attend all aquatic staff meetings. These meetings are mandatory and attendance is recorded in your personnel file.
20. Must be able to stabilize students in the water as well as lift students in and out of the pool.
21. Attend all classes unless it is absolutely necessary to miss. If missing a class, secure coverage following the substitution policy. Leave proper lesson plan/notes for the substitute instructor.
22. Fill out timesheets clearly and correctly after each shift.

QUALIFICATIONS

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.

EDUCATION AND/OR EXPERIENCE: High School diploma or GED equivalent and/or two years experience preferred.

LANGUAGE SKILLS: Should be able to speak English as a first language. Should have the ability to read, analyze and interpret general business documents, to write instructions and effectively present information and respond to questions from parents and staff.

MATHEMATICAL SKILLS: Ability to calculate figures and hours of work for time cards/ time sheets.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: Knowledge and skills to use the following computer programs. Microsoft Excel, Word, Publisher, and Y-Ware.

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. The noise level in the work environment is usually moderate. The employee must occasionally lift and/or move up to 25 pounds.

EFFECT ON END RESULT:

- 1) There is a continuous improvement program incorporating “best practices” customer service and satisfaction resulting in aquatic programs at a level of total quality.
- 2) The progressive swim lesson program reflects and supports the overall goals and objectives of the YMCA.
- 3) Overall performance and effectiveness will be evaluated in annual work, planning, and review sessions between the Aquatic Director and the Swim Lesson Coordinator.

I have read and understand the description listed above and will meet each of the listed functions and knowhow for the position of Swim Lesson Coordinator and agree to them in full. I understand that at any time the specifics of this description can be altered or changed by the YMCA’s should circumstances warrant.

Swim Lesson Instructor

Date

Aquatic Coordinator/Director

Date