



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NAUGATUCK YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**

Reports to: **Aquatic Director**

FLSA Status: **Non-exempt**

Revision Date: **3/14/2023**

Leadership Level: **Leader**

Primary Function/Department: **Aquatics**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. A **Swim Instructor** at the Naugatuck YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction and motivation for students in swim classes in a manner which fosters physical, spiritual, and intellectual growth. The swim instructor is responsible for the safety of all participants using the pool before, during and after each swim lesson.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- YMCA Swim Instructor certification, or equivalent preferred.
- CPR/AED for the Professional Rescuer and First Aid required.
- Lifeguard certification preferred.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- Strong skills in swimming and aquatic safety
- At least 16 years of age.

ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly, and supports members and program participants in achieving their goals.
2. Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
3. Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs.
4. Maintains records as required (e.g., attendance, progress reports).
5. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
6. Arrive to work 15 minutes prior to scheduled shift.
7. Maintenance and appropriate use of all equipment during lessons must be returned at the end of all teachings
8. Appropriate attire must be worn. All instructors are required to enter the water.
9. Classes are never to be left unattended. Safety is the instructor's responsibility.
10. Organizes and puts away needed class equipment. Reports damaged equipment.
11. While at work conduct yourself in a professional manner.

Employee Initials: _____



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12. May be asked to help with additional tasks as designated by Lead Swim Instructor, Waterfront Coordinator, Aquatic Director and or management.

LEADERSHIP COMPETENCIES:

- Collaboration
- Critical Thinking & Decision Making
- Functional Expertise

WORK ENVIRONMENT & 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.
- The worker is required to have close visual acuity to perform activities. The worker is required to have visual acuity to determine the neatness, accuracy, and thoroughness of the work assigned or to make observations of the environment.
- The worker is subject to environmental conditions. Protection from weather changes but not necessarily from temperature changes. Subject to noise in which worker may need to shout in order to be heard. Subject to hazards, such as wet and slippery conditions.
- **Medium Work** demand; Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or to 10 pounds of force constantly to move objects.
- The worker is subject to environmental conditions. Protections from weather conditions but not necessarily from temperature changes. Also, the worker is subject to varying noise and hazards condition which vary among physical conditions.
- **Must be able to:**
 - Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
 - Stand on deck or in the water for extended periods.
 - Tread water for multiple minutes at a time.
 - Consistently flex and rotate head and neck.
 - Occasionally bend, twist, crouch, squat, kneel and climb stairs
 - Occasionally crawl, push, pull, reach and lift above shoulders.
 - Work on wet ground and slippery surfaces.
 - Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____