



Job Title: Swim Instructor
Supervisor: Aquatics Director
Location: Shelby County YMCA
2120 Intelliplex Dr.
Shelbyville, IN 46176

Job Summary:

Provides direct leadership, instruction, and motivation for students in swimming classes. To perform the 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.

Job Requirements:

- At least 16 years of age.
- Promote swimming as a lifetime skill for everyone.
- Conduct classes in such a way that each lesson helps to develop the individual physically, mentally, and spiritually.
- Each lesson shall consist of a combination of the five components of YMCA Swim Lessons: personal safety, stroke development, water sports and games, personal growth, and rescue.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

Certification needed or ability to obtain:

- CPR for the Professional Rescuer, AED, Basic First Aid certification, Oxygen for YSLI
- YSLI, YMCA Swim Instructor certification, or WSI Red Cross certification.

Job Responsibilities:

- Instructs swimming lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly.
- Develops positive relationships with members and participants and provides motivational support and guidance.
- Ready to recognize and respond/aid in emergency situations.
- Teaches pool safety and enforces pool rules within classes.
- Encourages member and parent involvement and identifies potential volunteers.
- Conveys information on aquatics programs and schedules and as appropriate refers members and participants to other programs.

- Maintains records as required (i.e., attendance, progress reports, etc.).
- Attends staff meetings and training as scheduled.
- Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures.
- Completes incident and accident reports as necessary.
- Organizes and puts away needed class equipment. Reports of damaged equipment.
- Trains and supervises class aides as assigned.

Physical Demands:

- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and a small to average size child.
- Ability to work under moderate to loud work conditions.

Human Relations Skills:

YMCA Competencies (Leader) Mission and Community Oriented: Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

People Oriented: Seeks first to understand the other person's point of view and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures and reports all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process.

Effects on End Result:

To provide members and participants with high standard swim instruction and member satisfaction, according to the Shelby County YMCA policies and guidelines and the YMCA of the USA Aquatic Program guidelines.

Application:

Accepting resumes to Aquatics Director: Brad Bishop at
bibishop@shelbycountymca.org