

YMCA OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: **Swim Instructor/Private Lesson**

Job Code: Service Worker

FLSA Status: Non-Exempt/Part-time (25 hrs)

Job Grade: (unique to Y)

Reports to: Aquatic Supervisor or Director

Revision Date: March 2015

Position Summary:

Provide direct leadership, instruction and motivation for students in swimming classes.

Essential Functions:

1. Instruct swimming lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly. (Responsibility, Respect, Caring)
2. Develop positive relationships with members and participants and provides motivational support and guidance. (Caring, Respect, Responsibility, Honesty, Cause Driven, Exceed Expectation)
3. Encourage member and parent involvement and identifies potential volunteers. (Responsibility, Respect, Caring)
4. Convey information on aquatics programs and schedules and as appropriate refers members and participants to other programs (Responsibility, Respect, Caring)
5. Maintain records as required (i.e. attendance, progress reports, etc.).(Responsibility, Honesty)
6. Attend staff meetings and trainings as scheduled. (Responsibility, Respect)
7. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary. (Caring, Respect, Responsibility, Honesty, Cause Driven, Exceed Expectation)
8. Organize and puts away needed class equipment. Reports damaged equipment. (Responsibility, Caring, Respect)
9. Train and supervises class aides as assigned.(Responsibility, Cause Driven)

YMCA Competencies (Leader)

Mission and Community Oriented: Accept and demonstrate YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.

People Oriented: Seek first to understand the other person's point of view, and remain calm in challenging situations. Build rapport and relate well to others. Listen for understanding and meaning; speak and write effectively. Take initiative to assist in developing others.

Result Oriented: Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discovers ideas to create a better member experience. Make sound judgments, and transfers learning from one situation to another. Establish goals, clarifies tasks, plans work and actively participates in meetings. Support fundraising. Follow budgeting policies and procedures, and report all financial irregularities immediately.

Personal Development Oriented: Accurately assess personal feelings, strengths and imitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change, and seeks opportunities in the change process.

Qualifications:

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1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification.
2. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
3. YMCA Swim Instructor certification or equivalent.
4. At least 16 years of age.

Physical Demands:

Ability to instruct and observe participants in proper stroke techniques.
Ability to lift equipment, and to lift a small to average size child.

Signature

Date

Print Name