



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Swim Instructor  
FLSA Status: Non-Exempt  
Job Type: Part-time  
Reports to: Aquatics Director  
Revision Date: 08/13/2024

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### Summary/Objective

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

### 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.

### Essential Functions

- Instructs swimming lessons, having prepared lesson plans accordingly. Trains and supervises class aides as assigned.
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
- Maintains records as required (i.e., attendance, progress reports, etc.).
- 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 on damaged equipment.
- Opportunity for teaching private swim lessons is available upon availability.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

### YMCA Competencies

- Values: Accept and demonstrate the Y's values
- Community: Desire to serve others and fulfill community needs
- Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Relationships: Build rapport and relate well with others
- Developing Others: Take the initiative to assist in developing others

- Decision-Making: Make sound judgments, and transfer learning from one situation to another
- Change Capacity: Demonstrate an openness to change and seek opportunities in the change process.

### **Supervisory Responsibility**

This position will not have any supervisory roles. This position will follow federal and state Department of Labor Laws. This position will always be scheduled to work with a person over the age of 18.

### **Work Environment**

This position operates in and around a pool area. Sometimes the floor will be slippery, or the working environment will seem humid.

### **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. The employee is required to perform all skills required for First Aid, and CPR/AED certifications. While performing duties of this job, the employee is frequently required to stand; walk; sit; feel; reach with arms and hands. Employee must be able to talk, taste, smell, and see (both near and far). Occasionally required to climb or balance; stoop, kneel, or crouch. Required abilities include the ability to continuously scan all areas of the pool with clear vision, perform strenuous physical tasks necessary for a water rescue, and communicate verbally by projecting one's voice across distance in normal and loud situations.

### **Required Qualifications/Experience**

- Minimum age of 16
- Certifications: CPR/AED for the professional rescuer, YMCA or Red Cross Lifeguarding/First Aid, and Administering Oxygen OR able to receive certification from the YMCA after hire.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- YMCA Swim Instructor v6 Certification required within 6 months of hire.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

### **Preferred Qualifications**

Lifeguard certification and at least one (1) year experience working with youth

### **Additional Eligibility Qualifications**

- Must be able to pass a background check.

### **Travel**

Travel is not required for this position.

### **Position Type/Expected Hours of Work**

This is a part time position. The pool is open seven days a week and hours will depend on the requirements of the aquatics department.

**EEO Statement**

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_