



Position: Swim Lesson Instructor

Location: Twin Pike Family YMCA

Part Time

### **Position Summary:**

Instructors need to be energetic, positive role models, have some teaching skills and must work well with children. Ages sixteen years and older are welcome to apply. Onsite training will be available at the time of hire. The Y is a leading nonprofit for strengthening community, and the nation's larger provider of swim lessons to increase skill and safety in and around water. This position provides direct leadership, instruction and motivation for students in swimming classes.

### **Essential Functions:**

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lessons plans accordingly.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Attends staff meetings and trainings as scheduled.
6. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment.

### **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. *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.

**Qualifications:**

1. Must be able to demonstrate swim instructor skills in accordance with YMC standards.
2. Minimum age of 16.
3. Certifications: CPR/AED and First Aid certifications are required within 45 days of hire date.

**Physical Demands:**

1. Ability to work well with children.
2. Ability to instruct and observe participants in proper stroke techniques.
3. Ability to lift equipment and to lift a small to average size child.
4. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.

Applications can be picked up at the Welcome Center or found at [www.twinpikefamilyymca.org/about.html](http://www.twinpikefamilyymca.org/about.html)