

The Cane Bay Family YMCA Swim Instructor

Job Title: Swim Instructor
Reports to: Aquatics Director
Department: Aquatics

FLSA Status: Non-Exempt
Status: Part time

Revision Date: April 2025

Position Summary:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The swim instructor at the Cane Bay Family YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction and motivation for students in swim 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 and Job Duties:

- Instructs swimming lessons in accordance with the YMCA guidelines, having prepared lessons plans accordingly, and supports members and program participants in achieving their goals
- Develops and maintains positive relationships with volunteers, members and 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.
- Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs
- Maintains records as required (e.g. attendance, progress reports)

- 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 damaged equipment
- Trains and supervises class aides as assigned

YMCA Competencies (Leader)

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising

Collaboration: Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first understand the other person's point of view and remain calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others

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

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology

Qualifications

- YMCA Swim Instructor certification, or equivalent
- CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen certifications required
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards
- At least 16 years of age

Work Environment and 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.
- Ability to instruct and observe participants in proper strokes techniques
- Ability to lift equipment, and to lift a small to average size child

Employee Acknowledgement

I have received, reviewed and fully understand my job duties and responsibilities as outlined above. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.