

YMCA of Greater Seattle

JOB DESCRIPTION

Job Title: **Swim Instructor I**

Range: D

Job Number: 4112

Unit: All Branches

Date Revised: 01/08

FLSA Type: Non-Exempt

YMCA: Various

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GENERAL FUNCTION

Assists swim instructor with providing instruction and motivation for students in swimming classes.

ENTRY REQUIREMENTS

1. 15 years of age or older.
2. Current state approved first-aid certification. *
3. Current state approved community CPR certification, or equivalent. *
4. YMCA Swim Leader certification, or equivalent. **
5. Demonstrated ability to assist children and others in the development of swimming skills.
6. Ability to lift equipment, and to lift a small to average size child.
7. Ability to teach skills to others.
8. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

* Within 30 days of employment or at first available training.

**Within six months of employment or at first available training.

CORE COMPETENCIES

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

3. Provides a Quality Experience for Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required

trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPAL ACTIVITIES

1. Instructs swimming lessons as assigned in accordance with YMCA guidelines.
2. Develops positive relationships with participants and parents.
3. Assists with record maintenance as required.
4. Attends staff meetings and trainings as scheduled.
5. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
6. Organizes and puts away needed class equipment. Reports damaged equipment.
7. Conveys basic information on YMCA programs and schedules to members and, as appropriate, refers members to other YMCA Total Health programs and/or staff.