

YMCA of Metropolitan Detroit
JOB DESCRIPTION
Part Time Non-Exempt Position

TITLE:	Swim Instructor I	BRANCH:	42
INCUMBENT:		DEPARTMENT:	60
SUPERVISOR:	Aquatic Director	DATE:	August 2009

GENERAL FUNCTION:

A swim instructor is responsible for teaching all levels of the National YMCA Swim Lesson program. This person will keep accurate attendance records, develop lesson plans and distribute family huddles and progress reports to all swimmers as well as evaluate and assess skill level and progress of all swimmers. The swim instructor must also be able to motivate, evaluate and communicate with all age groups.

ENTRY REQUIREMENTS:

- Must be a minimum of 16 years of age.
- One session shadowing experience required.
- Must have current Ellis Lifeguarding or YMCA Aquatic Safety Assistant certification.
- Must have current CPR for the professional rescuer and First Aid certifications from the Red Cross, National Safety Council or Michigan Heart Association.
- Must have current Fundamentals of YMCA Swim Lessons.
- Must obtain Parent/Child, Preschool, and/or Youth and Adult Instructor Certifications depending on classes taught within 6 months.
- Successfully pass the rescue skills and stroke water evaluation.
- Must keep current on all strokes and skills and different methods of instruction.
- Possess good communication and human relations skills to deal with all members and participants.
- Must keep personal swimming skills up-to-date.

JOB SEGMENTS/RESPONSIBILITIES:

- Responsible for the safety, learning and enjoyment of all participants in the class.
- Be prepared, creative and energized when teaching.
- Be responsible for recording attendance and progress of each participant each class.
- Must come to class with written lesson plans and have all equipment necessary for the lesson. The instructor is responsible for putting all equipment away after lessons.
- Keeps students in line of vision at all times/never turn back on class.
- When working with students individually all other students are kept safe.
- Instructor should be in water part of class with every level and in at all times with beginning levels.
- Instructors should follow YMCA program for designated strokes and skills to be taught each level.
- Instructor must review safety rules at each lesson.
- Encourage students and parents to practice in between lessons.
- Provide parents with family huddles, progress reports and encourage them to register for next session.
- Must follow all designated emergency procedures including blood borne pathogen procedures and fill out incident report forms as needed.
- Inform parents if any difficulties arise and keep them informed of accomplishments of students.
- Never leave your students unattended.
- Secure your own substitute. (Supervisor must approve 48 hours prior to missed shift).
- Renew certifications prior to their expiration.
- Complete any other duties as assigned by supervisor.
- Attend all staff meetings when scheduled.

EFFECT ON END RESULT :

- A well trained, competent instructor.
- Knowledgeable, enthusiastic students.
- Satisfied parents

AGREEMENT :

We understand and mutually accept the above position description represents our agreements as to the job to be performed.

Supervisor_____

Supervisee_____

Date_____

Date_____