

Swim Instructor Position Info

Department: Fitness / Aquatics

Dept. Code: 011-046

Reports to: Aquatics Manager

Status: Non-Exempt

Date: May 14, 2018

Position Objective:

Instruct safe swim classes (**private and/or group**) at the YWCA Central Carolinas.

Education/Experience:

Instructor must have at least one year's experience in teaching swim classes as well as individuals of various ages and ability levels. Must have and maintain a current certification in Water Safety Instruction (WSI) and a current CPR/First Aid certification. Possess excellent communication skills and be able to communicate effectively with both groups and individuals.

Duties and Responsibilities:

- Plan and organize own lesson plans, methods and goals that support the general teaching outlines provided by the Aquatics Manager.
- Organize and direct activities of assigned students in order to provide a high level of quality instruction for all participants.
- Establish positive relations with parents/guardians of class students, helping them to recognize and understand swimming developments and achievements.
- Resolve simple complaints from participants/parents/guardians in matters related to swimming instruction and refer more challenging complaints to the Aquatics Manager.
- Enforce pool safety standards and facility operational rules for all individuals using the facilities.
- Help organize and assist in the development of special programs, activities or instruction.
- Be well-organized, on time to class, and be able to develop evolving lesson plans for individuals and/or classes with diverse populations.
- When a substitute is needed, instructors should contact staff from available sub list after approval from the Aquatics Manager of the substitution.
- Keep instructional areas neat and orderly and replace any equipment used for classes.
- Accurately track and report all hours worked.
- Additional duties as needed by the Aquatics Manager and/or Director of Fitness.

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 their job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit, and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.