

**Position: Swim Instructor**

**Status:** Part-time, Non-exempt

**Salary:** \$20.00 per hour

**Reports to:** Director of Fitness

**About YWCA Central Carolinas:**

YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

**Position Objectives:**

Under the direction of the Director of Fitness, this position will instruct safe, high quality swim instruction (private and/or group) at YWCA Central Carolinas.

**Duties and Responsibilities:**

**Maintains High Work Standards**

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.
- Demonstrates knowledge and skills for general aspects of the job.
- Adheres to organizational policies and procedures, including consistent attendance and punctuality.
- Completes work in a timely and consistent manner.

**Delivers High Quality Swim Instruction & Coaching**

- Plans and organizes instruction plans/activities using methods and goals that support departmental expectations.
- Well-organized, on time to practice and meets and able to develop evolving practice plans for swim practice with diverse populations.
- Organizes and directs activities of students in order to provide a high level of quality instruction.

**Delivers Excellent Customer Service**

- Acts courteously, compassionately and responsively to all youths, families and members; meeting customer expectations with timely responses to questions and concerns.
- Anticipates customer needs and responds appropriately.
- Resolves simple issues with youths, families and members and refer more challenging issues to the Director of Fitness.
- Possesses excellent communication skills and be able to communicate effectively with both groups and individuals.

**Ensures Safety of Members and Property**

- Ensures the safety of swimmers at all times.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Understands emergency and evacuation protocol to ensure safety and security of building.
- Responds rapidly to all emergencies in the pool area. Knows and can implement incident protocols and reports if an accident should occur.
- Maintains current certifications.

Created: 10/2/17, Revised: 10/6/22, 12/1/23

### **Supports Pool Maintenance**

- Performs pool chemical or temperature checks as directed and logs results accurately.
- Timely monitors and reports on mechanical, chemical or weather issues that may impact the pool.
- Maintains pool and pool deck cleanliness. Keeps pool area neat and orderly and replaces any equipment used during swim practice.
- Additional duties as needed by the Director of Fitness.

### **Education and Experience:**

High School Diploma or GED preferred. Must have and maintain a current nationally recognized certification in Water Safety Instruction (WSI) or Swim Lesson Instructor (SLI) and Child and Adult CPR/First Aid/AED certification from the American Red Cross. Possess excellent communication skills and be able to communicate effectively with both groups and individuals.

### **Benefits:**

Employee Assistance Program

Free YWCA Fitness Center Employee Membership (discounted family membership available)

### **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.

### **Other Information:**

Employment with YWCA Central Carolinas is contingent on successfully passing all of our pre-employment screenings, including but not limited to: a drug screening, reference checks, proof of certification (if applicable) and a background check. If applicable to the position, YWCA Central Carolinas employment may be contingent on a candidate meeting driver approval criterion as determined by Motor Vehicle Record background check.

YWCA fully subscribes to the principles of equal employment opportunity and is committed to complying all regulations under the Equal Employment Opportunity Commission (EEOC). YWCA's equal opportunity employment policy reflects our commitment to equality and to promote diversity in the workplace. We designed this policy to ensure fairness in all aspects of employment.

YWCA prohibits unlawful discrimination against applicants, employees, contractors, interns and volunteers on the basis of race, color, religion, creed, national origin or ancestry, age, sex (including pregnancy, gender identity and sexual orientation), physical or mental disability, veteran or military status, genetic information, marital status, reprisal or retaliation for prior civil rights activity or any other legally recognized protected basis under federal, state or local law. All employment decisions are based on qualifications and capabilities to perform the essential functions of the job.

To apply, please go to our web site: <https://ywcacentralcarolinas.org/work-with-us/>