# WILKES-BARRE FAMILY YMCA Swim Instructor – JOB DESCRIPTION

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications:** Individuals must be a YMCA Swim Instructor or American Red Cross Water Safety Instructor certified or has completed a minimum of 20 hours training with a certified swimming instructor

**General Duties:** Conduct swimming instruction using the National YMCA Swim Lessons V6 program. Be able to maintain discipline effectively in the pool area at all times, and to deal with accidents and emergencies calmly and competently. Maintain all areas in and around the aquatic facility under the direction of the Aquatic Coordinator, Sr Aquatic Director as well as any additional Aquatic Supervisors.

**Job Responsibilities:**

* Promote the YMCA mission and follow YMCA standards
* Teach aquatic skills in a sequential, developmental and safe manner following the YMCA Swim Lesson V6 session and class lesson plans
* Set up class equipment prior to the start of class and return equipment to its proper storage area at the end of class.
* Maintain attendance and skill accomplishments along with distribution of certificates of achievment slips at the end of each session.
* Be in control of the class at all times, never turn your back on your class.
* Attend all staff meetings and training’s to ensure open communications of all policy and procedure changes.
* Know all emergency procedures. Ensure the safety of your class first, then assist lifeguards with EAP.
* Report specific problems and needs to Aquatic Coordinator including accident/incident reports
* ***Report to duty 15 minutes prior to scheduled start time of any/all classes you are scheduled to teach. Tardiness will not be tolerated.***
* Responsible for punching in/out at the time clock and signing in/out of the Pool Log Book.
* Observe and enforce all existing rules and regulations of the facility in a CONSISTENT AND PROFESSIONAL MANNER.
* Responsible for finding a substitute if unable to work scheduled hours. No Instructor should miss more than 1-2 classes within any session of lessons. Consistancy is essential for our students.
* Refer any detailed inquires and complaints to the Sr. Aquatic Director or Aquatic Coordinator.

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