



## Job Description

**Position Title:** Swim Lesson Instructor

**Reports To:** Aquatics Director

### **Job Summary:**

Provides direct leadership, instruction and motivation for students in swimming classes.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Specialized, Technical or Practical Know How:**

- At least 15 years of age
- Promote swimming as a lifetime sport for everyone
- Conduct classes in such a way that each lesson helps to develop the individual *physically, mentally and spiritually*
- Each lesson shall consist of a combination of the five components of YMCA Swim Lessons: personal safety, stroke development, water sports and games, personal growth and rescue.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

### **Certificate needed**

- CPR for the Professional Rescuer, AED, Basic First Aid certification, Oxygen for YSLI
- YSLI, YMCA Swim Instructor certification, WSI Red Cross certification.

### **Human Relations Skills:**

**YMCA Competencies (Leader) Mission and Community Oriented:** Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

**People Oriented:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Results Oriented:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

**Personal Development Oriented:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.



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### Other Job Responsibilities:

- Instructs swimming lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly.
- Develops positive relationships with members and participants and provides motivational support and guidance.
- Encourages member and parent involvement and identifies potential volunteers.
- Conveys information on aquatics programs and schedules and as appropriate refers members and participants to other programs.
- Maintains records as required (i.e. attendance, progress reports, etc.).6. Attends staff meetings and trainings as scheduled.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
- Completes incident and accident reports as necessary.
- Organizes and puts away needed class equipment. Reports damaged equipment.
- Trains and supervises class aides as assigned.

### End Result:

To provide members and participants with high standard swim instruction and member satisfaction, according to the Concord Family YMCA policies and guidelines and the YMCA of the USA Aquatic Program guidelines.

### 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 essential functions.

- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.

### Work Environment:

The work environment described here is 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 essential functions.

The work environment is primarily indoors and may require minimal travel to various sites (beaches, pond, and lakes with camp) or backyard pools. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud.

### General Sign-off:

The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand this explanation and job description.

**Swim Lesson Instructor Signature**

**Date**

**Aquatics Director Signature**

**Date**



## Job Description

**Position Title:** Lifeguard

**Reports To:** Aquatic Director

**Job Summary:** Maintains safe swimming conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures.

### **Special Skills:**

Being vigilance at all times. Being prepared at every moment to act or enter the water. Maintaining an attitude of alertness and of guarding lives at all times. A good lifeguard will anticipate the need for his/her help. He/she will be aware of weak swimmers and those who demonstrate poor judgment. The lifeguard on duty will work to prevent situations that can lead to accidents. In carrying out his/her duties, the lifeguard will seek to maintain good personal relationships with the members. The lifeguard will encourage cooperation and safe behavior, and he/she will explain the rational behind the pool rules as necessary.

### **Human Relations Skills:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**YMCA Competencies (Leader): Mission and Community Oriented:** Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

**People Oriented:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Results Oriented:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately. **Personal Development Oriented:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.



## Job Description

**Position Title:** Lifeguard

### **Job Responsibilities:**

- Maintains constant surveillance of the pool area. 10 x 10 seconds whole pool BMS.
- Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
- Maintains accurate records as required by the YMCA and/or the state Health Department code. Perform chemical testing at appropriate times of the day, as required, and takes appropriate action.
- (When pool is empty.)
- Knows, understands, and consistently applies / enforces safety rules, policies and guidelines for the pool and aquatic area.
- Maintains effective relationships with the members, participants and other staff.
- Perform equipment checks and ensure appropriate equipment is available as needed.
- Check the pool for hazardous conditions when arriving.

Attends all staff meetings and training as required

### **Qualifications:**

- Minimum age of 16.
- Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification.
- Current YMCA Lifeguarding or Red Cross Lifeguarding
- Oxygen Administration certification if YMCA Lifeguard certified
- Ability to maintain certification-level of physical and mental readiness.
- Must demonstrate lifeguard skills in accordance with YMCA standards.

### **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 essential functions.

- Ability to pass lifeguard water test.
- Must be able to remain alert.
- Must be able to sit or stand for extended periods.
- Adequate ability to hear noises and distinguish distress signals.
- Ability to continuously scan all areas of the pool with clear vision every 10 seconds.
- Ability to perform strenuous physical tasks necessary for a water rescue.
- Ability to communicate verbally, including projecting voice across distance in normal and loud situations.
- Ability to lift 50lbs.



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### **General Sign-off:**

The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand this explanation and job description.

**Lifeguard Signature**

**Date**

**Aquatic Director Signature**

**Date**