

# James Family Prescott YMCA

## Position Description



Position Title: Swim Instructor I  
Reports To: Aquatics Director  
Department: Aquatics

**POSITION SUMMARY:** Provides direct leadership, instruction, and motivation for students in swimming classes.

### **QUALIFICATIONS:**

1. Minimum age of 16.
2. Certifications Required: CPR for the Professional Rescuer, AED, and Basic First Aid certification.
3. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
4. YMCA Swim Instructor certification, American Red Cross Water Safety Instructor certification, or equivalent.
5. Within 90 days of hire, completion of: Child Abuse Prevention, New Staff Orientation

### **Principle Activities:**

1. Instructors swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Builds effective, authentic relationship with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Follows all YMCA policies, rules, regulations and procedures, including emergency safety procedures. Completes incident and accident reports as necessary.
6. Attends staff meetings and trainings as scheduled.
7. Organizes and puts away needed class equipment. Reports damaged equipment.
8. Trains and supervises class aides as assigned.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**The Y: We're for youth development, healthy living and social responsibility.**

**Prescott YMCA 750 Whipple St. Prescott, AZ 86301 928-445-7221**  
**[www.prescottymca.org](http://www.prescottymca.org)**

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

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seek opportunities in the change process. Accurately assesses personal feeling, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**PHYSICAL DEMANDS:**

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

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Employee Name (Print)

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Employee Signature

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Date

Supervisor Name: Kelly Winkels

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Supervisor (Signature)

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Date

Updated 11/12/15

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