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BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Swim Aid**

Departments: **Aquatics**

Job Status: **Volunteer**

Revision Date: **July 2021**

Reports to: **Asst. Aquatics Director**

POSITION SUMMARY:

The Y is a leading nonprofit for strengthening community, and the nation's larger provider of swim lessons to increase skill and safety in and around the water. This position provides direct leadership, instruction and motivation for students of all ages in swimming classes.

ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA guidelines, having worked with the lead swim instructor.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Ensures that lesson plans are created and implemented by all swim instructors.
4. Conveys information on aquatics programs and schedules. As appropriate, refers students and parents to other programs.
5. Attends in-service meetings as scheduled.
6. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment.
8. Is able to oversee the work from volunteer swim aides.

QUALIFICATIONS:

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid
2. Must obtain and maintain a YMCA Swim Lesson Instructor certification (or equivalent certification to teach swim lessons).
3. Must be able to demonstrate swim competency for the level of the lessons.
4. At least 16 years old.

PHYSICAL DEMANDS:

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

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

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. Has initiative to assist in developing others.

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 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 seeks opportunities in the change process. Accurately assesses personal feelings, 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.

I have read and understand the duties and responsibilities of the Swim Instructor Position and agree to abide by the spirit and intent of this job description.

Staff Person

Date

Asst. Aquatics Director

Date