



## RACINE FAMILY YMCA JOB DESCRIPTION

Job Title: **Swim Instructor**  
FLSA Status: Non-Exempt  
Reports to: Aquatic Supervisor, Aquatics Coordinator

Date: August 2021  
Department: Aquatics

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**Work Schedule:** up to 29 hours

### **Position Summary:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Swim Instructor at Racine Family YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction and motivation for students in swim classes.

### **Essential Functions:**

**Builds positive relationships with Members and Guests:** consistently provides friendly, courteous assistance, exceeding customer expectations every day, which includes building and maintaining healthy professional relationships with staff and guests.

**Implement member customer service strategies** that support member retention and engagement, creating a member-focused culture and modeling relationship-building skills in all interactions. Fostering a climate of innovation and resolves problems to ensure member satisfaction.

### **Performs all duties and functions of a swim instructor**

- Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly, and supports members and program participants in achieving their goals.
- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs.
- Maintains records as required (e.g., attendance, progress reports).
- 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.
- Assumes other duties as assigned by Aquatics Supervisor.

### **Qualifications:**

A Swim Instructor needs to present a positive image of Racine Family YMCA while instructing lessons. This position must demonstrate swim instructor skills in accordance with YMCA standards, creating a positive guest experience, while striving to meet or exceed goals for a high-value member experience.

### **Education and/or Experience**

Must be a minimum of 16 years old with the ability to maintain certification-level of physical and mental readiness. Must maintain a current Professional CPR-AED-First-Aid. Oxygen certification, including obtaining a swim instructor certification within 6 months.

### **Work Environment and 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 the 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.

**Disclaimer:** The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of

their job, absent undue hardship. This job description does not constitute a contract of employment and that the Racine Family YMCA may exercise its employment-at-will rights at any time.

I have read the job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outline, with or without reasonable accommodations. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

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Employee Signature

Date

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Supervisor Signature

Date