



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Swim Instructor Aide
FLSA Status: Non-Exempt
Job Type: Part-time
Reports to: Aquatics Director & Aquatics Coordinator
Revision Date: 3/9/2023

Position Summary

Assists Swim Instructors by providing direct leadership, instruction and motivation for students in swimming classes.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

Essential Functions

- Assists swim instructor with gathering and putting away necessary equipment for swim lessons. Reports damaged equipment
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
- Assists in maintaining records as required (i.e. attendance, progress reports, etc.).
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.

YMCA Competencies

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. 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.

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 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.

Required Qualifications

- Certified in CPR for the Professional Rescuer, AED, Basic First Aid **or** obtain within 30 days of employment.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.

Preferred Qualifications

One (1) year experience working with youth

Additional Eligibility Qualifications

- Must be able to pass a background check.

Supervisory Responsibility

This position will not have any supervisory roles.

Work Environment

This position operates in and around a pool area. Sometimes the floor will be slippery or the working environment will seem humid.

Travel

Travel is not required for this position.

Position Type/Expected Hours of Work

This is a part time position. The pool is open seven days a week and hours will depend on the requirements of the aquatics department.

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.

- Ability to lift a person off the bottom and out of the water.
- Perform all skills required for Lifeguarding, First Aid, and CPR/AED certifications.
- Comfortable in the water.
- While performing duties of this job, employee is frequently required to stand; walk; sit; use hand to handle, or feel; reach with arms and hands. Employee must be able to talk, taste, smell and see (both near and far). Occasionally required to climb or balance; stoop, kneel, crouch.
- 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.
- 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.

EEO Statement

The Winona Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment,

including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional Training Opportunities

If applicable, Red Cross Water Safety Instructor Training will be covered if approved by management.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____