

# Central Connecticut Coast YMCA

## JOB DESCRIPTION

POSITION: Aquatic Instructor I

BRANCH: Soundview

REPORTS TO: Aquatics Director

DATE: \_\_\_\_\_

### GENERAL FUNCTION

Under the direction of the Aquatics Director, an Aquatic Instructor I is responsible for assuring the safety, well being and enjoyment of all participants in his or her class. The instructor is responsible for developing progressive lesson plans and teaching classes in accordance with YMCA of the USA guidelines and procedures. This includes but is not limited to demonstrating and correcting individuals so that they learn to the best of their ability and monitoring the environment to ensure that is safe for participants.

### KNOW HOW

1. Must be a minimum of 16 years of age.
2. Must successfully complete a swimming and physical skills test as per CCC YMCA parameters.
3. Current YMCA Lifeguarding certification or equivalent is preferred.
4. Must possess and maintain current Red Cross Community First Aid & Safety, CPR for the Professional Rescuer or equivalent certification.
5. Must be able to lift at least 40 pounds and possess sufficient visual and auditory acuity to maintain safety and to respond immediately to emergencies, accidents or incidents.
6. Must be people oriented and possess good communication and organizational skills.

### PRINCIPLE ACTIVITIES

1. Model the YMCA core values of caring, honesty, respect, and responsibility when dealing with members, colleagues, guests, volunteers and/or vendors.
2. Instruct in a professional, courteous manner, be attentive to all participants, and eliminate unsafe practices and physical hazards.
3. Prepare and conduct lessons in accordance with YMCA of the USA programs and CCC YMCA guidelines.
4. Enforce all pool and facility rules with respect to pool and locker room safety, and member conduct.
5. Report to work in accordance with assigned schedule and follow all branch procedures for requesting and reporting absences.

6. Maintain proper written attendance and skill records. Prepare required progress reports as directed. Provide students and parents with feedback and recommendations for follow-up placement.
7. Respond to emergencies in accordance with the branch's emergency plan and follow it accordingly in an emergency.
8. Prepare and inspect all equipment and materials prior to each class. Clean and store equipment per branch procedures.
9. Report all accidents, incidents and equipment issues promptly and in accordance with prescribed procedures. Submit accurate and complete written accident and incident reports within the specified deadlines.
10. Prepare and submit accurate time sheets/cards in accordance with prescribed schedule.
11. Keep informed on all changes to schedules and read all posted notices.
12. Actively participate in all staff meetings, branch and/or Association events and trainings.
13. Maintain all certifications and submit all copies of renewals to supervisor in a timely manner.
14. Assume all other duties and assignments as deemed appropriate by Aquatic Director or Executive Director

#### **EFFECT ON END RESULT**

1. To the extent that instructional program meets or exceeds its financial and enrollment targets.
2. To the extent that member satisfaction and program quality ratings meet or exceed annual targets.
3. To the extent that all classes are taught according to YMCA standards.
4. To the extent that all paperwork is accurate and on time.
5. To the extent that all certifications are maintained and records submitted.
6. To the extent that all required meetings and trainings are attended.