



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Central Connecticut Coast YMCA Position Announcement

Job Title: Aquatic Instructor I
Incumbent:
FLSA: Non-exempt – Part-time

Reports to: Aquatics Coordinator
Work Location: Soundview Family YMCA
Work Schedule: Varied

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:

Under the direction of the Aquatics Coordinator the Aquatic Instructor I is responsible for the safety and well-being of all pool patrons and participants in aquatic programs. Responsibilities include but are not limited to: maintaining the physical environment of the pool in accordance with guidelines; maintaining constant visual attention to swimmers; remaining alert while on duty and enforcing all pool rules.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Model the YMCA core values of caring, honesty, respect, and responsibility when dealing with members, colleagues, guests, volunteers and/or vendors.
- Instruct in a professional, courteous manner, be attentive to all participants, and eliminate unsafe practices and physical hazards.
- Prepare and conduct lessons in accordance with YMCA of the USA programs and CCC YMCA guidelines.
- Enforce all pool and facility rules with respect to pool and locker room safety, and member conduct.
- Report to work in accordance with assigned schedule and follow all branch procedures for requesting and reporting absences.
- 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.
- Respond to emergencies in accordance with the branch's emergency plan and follow it accordingly in an emergency.
- Prepare and inspect all equipment and materials prior to each class. Clean and store equipment per branch procedures.
- 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.
- Prepare and submit accurate time and attendance in accordance with prescribed schedule.
- Keep informed on all changes to schedules and read all posted notices.
- Actively participate in all staff meetings, branch and/or Association events and trainings.
- Maintain all certifications and submit all copies of renewals to supervisor in a timely manner.
- Assume all other duties and assignments as deemed appropriate by Aquatic Director or Executive Director

Experience, Education, and Qualifications:

- Must be a minimum of 16 years of age
- Must be able stand or sit for up to four hours and possess sufficient visual and auditory acuity to maintain safety and to respond immediately to emergencies, accidents or incidents.
- Ability to work well with children, tweens, teens, youth, and adults to ensure high quality program results.
- Must have strong written and oral communication skills.
- Demonstrated ability to teach and assist in teaching skills and activities
- Must be people oriented and organizational skills
- Must maintain a level of physical fitness congruent with job responsibilities

Trainings & Certifications:

- Must obtain YMCA Swim Lesson Instructor Certification within 90 days of employment.
- Must possess and maintain current Red Cross CPR for the Professional Rescuer and Standard First Aid & Safety or equivalent certification. AED, Oxygen Administration for the Professional Rescuer and Blood borne Pathogens Training is preferred but must be obtained within 3 months of employment.
- Must successfully complete a swimming and physical skills test as upon hire, and annually according to CCC YMCA parameters
- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.

Core Competencies:

- **Communication & Influence** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment
- **Functional Expertise:** Executes superior technical skills for the role
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Aquatic Instructor I be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Instructional program meets or exceeds its financial and enrollment targets.
- Member satisfaction and program quality ratings meet or exceed annual targets.
- All classes are taught according to YMCA standards.
- All paperwork is accurate and on time.
- All certifications are maintained and records submitted.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to be in the water for extended periods of time and pass aquatic proficiency tests. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

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.

Application Information:

Fill out the Application for Employment at <http://www.cccymca.org/wp-content/uploads/CCC-YMCA-Application-Revised-2016.pdf> or attach a resume and submit by September 30, 2018 to Kyle Jones, Aquatic Coordinator, Soundview Family YMCA.