



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Swim Lesson Instructor
FLSA: Non-exempt – Part Time Hourly

Reports To: Aquatics Director
Work Location: Bridgeport YMCA

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 Aquatic Director, the Swim Lesson Instructor is responsible for providing direct leadership, instruction and motivation as well as assuring the safety, well-being, and enjoyment of swim lesson participants. The Swim Instructor is responsible for teaching swim lessons in accordance with YMCA of USA guidelines and association policies in line with training. Responsibilities include but are not limited to: sustaining the physical environment of the pool in accordance with YMCA guidelines; maintaining constant visual attention to swimmers; demonstrating skills and proper technique, instruct in a professional, courteous manner, monitoring participants progress, as well as embody the YMCA core values to enhance a positive aquatic experience for all.

Salary and Benefits:

- Salary Range: \$10.10 - \$12.50 per hour, Non-exempt hourly
- YMCA membership

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.
- Prepare and conduct lessons in accordance with YMCA of the USA programs and CCC YMCA guidelines.
- Maintain proper attendance and skill records; prepare required progress reports as directed, as well as provide participants and their families with recommendations for follow-up lesson placement.
- Practice efficient time management skills in accordance with the assigned schedule.
- Set-up, organize and clean-up all class materials.
- Actively participate in all staff meetings, branch and/or Association events and trainings.

Experience, Education, and Qualifications:

- Must be a minimum of 16 years of age.
- Must be people oriented, possess professional communication and organizational skills.
- Must have a passion for helping others, patience and the ability to adjust to evolving situations.
- Demonstrated ability to teach and assist in swim activities within a busy pool environment.
- Ability to work well with youth and adults in a largely diverse population.
- Has reliable transportation and arrives 15 minutes before lessons begin to prepare and organize lesson plan.

Trainings & Certifications:

- 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.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.
- Must obtain YMCA Swim Instructor certification within 6 months of hire date.
- Must successfully complete a swimming and physical skills test as upon hire, and annually according to CCC YMCA parameters
- 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.

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
- **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 Swim Lesson Instructor be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Swim lessons provide important life skills that could save a life and will benefit students for a lifetime.
- 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 10 pounds and occasionally lift and/or move up to 25 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.

Websites for More Information:

- www.cccymca.org
- www.gnhcc.com
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **September 4, 2018** to Justine Dupree, Aquatic Director at jdupree@cccymca.org