



## DOOR COUNTY YMCA

Job Description

### PROGRESSIVE SWIM INSTRUCTOR WITH CERTIFICATION

**Generic Position Title:** Program Instructor II  
**Specific Position Title:** Progressive Swim Instructor with certification  
**Payroll Posting Codes:** 021INS, 031NDS  
**Position Grade:** Grade F

#### GENERAL FUNCTIONS

Under the direction of the Aquatics Director and in accordance with the policies of the Door County YMCA, the Progressive Swim Instructor will be responsible for teaching all levels of the National YMCA Swim Lesson Program.

#### SKILLS AND QUALIFICATIONS

This position requires experience working with children. Swim Instructors must know and be able to correctly demonstrate and assess swim skills, both on deck and in the water, and must know the sequence of swimming levels. Swim Instructors also must be able to communicate, motivate, and evaluate all ages and swim levels of students. Certification in Youth Swim Lesson Instructor (YSLI) is required, which in turn requires YASA or Lifeguard certification. Must be at least 16 years of age.

#### ESSENTIAL FUNCTIONS

1. Conduct all swim classes with strong regard for student safety. Enforce pool rules and regulations. Prepare equipment needed prior to class beginning.
2. Conduct classes in accordance with the National YMCA Swim Lesson Program, attending the first and last class and at least 75% of the class sessions.
3. Create and implement written lesson plans that develop skills, personal growth, leadership, cooperation, and diversity for the students. Modify and update as needed.
4. Improve personal and professional growth through reading, studying, and attendance at appropriate training sessions.
5. Prepare to teach any level of swim lessons at any time, preschool through adult.
6. Demonstrate proper swim strokes and skills in the water during class.
7. Recognize individual differences and adjust teaching strategies as needed for the success of all students in the class.

8. Maximize swimmer participation every class period and utilize allotted class time efficiently.
9. Communicate student progress to swimmers verbally throughout each session and in written form at the end of the session, completing progress cards completely and in advance of the last class session.
10. Answer and act on member concerns, questions, or suggestions.
11. Display good leadership qualities and communication skills when interacting with coworkers, participants, and parents.
12. Attend and participate in staff meetings and trainings.
13. Maintain professional and responsible attitude in the instruction of all classes. Proper dress code is required – which consists of a modest one-piece swimsuit for females and short-style swim trunks for males.
14. Provide a positive learning experience for all swimmers through the use of sound instructional strategies and techniques.
15. Assist in training of new instructors if asked to do so by supervisor.
16. Exemplify the YMCA values of Caring, Honesty, Respect, and Responsibility in all aspects of job performance and in relationships with others.

**EFFECT ON END RESULTS**

1. Safe and friendly aquatic learning environment.
2. Students are aware of the importance of water safety.
3. High success level of swimmers in the learning of swim skills at their appropriate level.
4. Development of a positive attitude in the community towards the YMCA and it's programs.
5. Growth in aquatic program participation.

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Employee Signature

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Date

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Supervisor Signature

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Date