



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SWIM INSTRUCTOR JOB DESCRIPTION

Job Title: **Swim Instructor**

FLSA Status: Non-exempt

Status: P/T

Reports to: Aquatics Director

Pay Rate: Minimum Wage

Department: Aquatics

Revision Date: July 2026

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The swim instructor provides direct leadership, instruction, and motivation for students in swimming classes.

ESSENTIAL FUNCTIONS:

- Instructs swimming lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures, and completes incident reports as required.
- Develops positive relationships with members and participants and provides motivational support and guidance.
- Remains calm and objective when under pressure or when challenged by others.
- Conveys information on aquatics programs and schedules and as appropriate refers members and participants to other programs.
- Maintains records as required (i.e. attendance, progress reports, etc.).
- Organizes and puts away needed class equipment. Reports damaged equipment.
- Assists with daily programming transitions.
- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Performs other duties as assigned.

YMCA LEADERSHIP 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.

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. 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.

QUALIFICATIONS:

- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- Must possess a current CPR/First Aid/AED certification and a YMCA swim instructor certification or equivalent (preferred)
- Must be at least 16 years of age.
- Must be able to instruct and observe participant's proper stroke techniques.
- Ability to relate effectively to a diverse groups of people from all social and economic segments of the community.
- Must maintain a flexible schedule, which may consist of weekends, early mornings, afternoons, and evenings.

WORK ENVIRONMENT AND 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift equipment and a child up to 50 pounds in weight.
- Demonstrated ability to recognize and remedy hazardous/dangerous situations.
- Communicate verbally, including projecting voice across distance in normal and loud situations.
- Perform all physical aspects of the position, including walking, standing, bending, reaching, and swimming.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____