

YMCA OF GREATER TULSA

JOB DESCRIPTIONS

TITLE: Swim Instructor

BRANCH: Daily Family

REPORTS TO: Program Director

DATE: August 2011

GENERAL SUMMARY

Under the direction of the Program Director, the Swim Instructor is responsible for teaching swimming lessons in accordance with design provided by the YMCA of the USA.

ESSENTIAL FUNCTIONS

1. Carry out all swimming instruction within the guidelines and standards of the YMCA of the USA and the YMCA of Greater Tulsa.
2. Accurately record documentation of participant skill, achievement and attendance.
3. Enforce swimming pool safety rules and properly report and treat injuries.
4. Be alert, friendly and responsive to participants, parents and co-workers.
5. Assist in conducting parent evaluations.
6. Attend all staff meetings and training sessions as required.
7. Maintain all required aquatic and CPR certification, assuring that there is no lapse of certification.
8. Carry out other duties as assigned.

QUALIFICATIONS

1. Must be at least 16 years of age and hold valid lifeguarding, and CPR and First Aid certificates from an approved agency.
2. Must have experience working with children and/or young adults.
3. Ability to clearly communicate with youth, parents and YMCA staff as well as provide leadership to instructional classes.
4. Good physical condition and mental alertness. Ability to see, hear, project voice and move effectively is essential.

EFFECT ON END RESULTS

1. A broad based, high quality swimming instruction program with a growing enrollment and revenue base.

2. Compliance with all requirements of the YMCA of the USA and the YMCA of Greater Tulsa.
3. Accurate records of participant attendance and achievement.
4. A safe environment for instruction