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## MANITOWOC-TWO RIVERS YMCA JOB DESCRIPTION

Job Title: **Swim Instructor – Part Time**

FLSA Status: NonExempt - Hourly

Reports to: Aquatics Director

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### POSITION SUMMARY:

This position provides direct leadership, instruction and motivation for students in swimming classes as it relates to the YMCA and collaborating organizations in modified swim lessons for individuals with disabilities. Provides exceptional customer service to promote aquatics programs and the YMCA.

### ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
2. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers. Provides exceptional customer service to promote the Aquatics program and YMCA.
3. Conveys information on aquatics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Attends staff meetings and trainings as scheduled.
6. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organizes and puts away needed class equipment. Reports damaged equipment to Aquatics Manager and lifeguard on duty.

### QUALIFICATIONS:

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification within 3 months of employment.
2. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
3. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
4. At least 18 years of age.

### PHYSICAL DEMANDS

1. Must be able to remain alert.
3. Ability to instruct and observe participants.
4. Adequate ability to hear noises and distinguish distress signals.

6. Ability to lift equipment, and to lift repeatedly, with the assist of the water, a small to average size child weighing up to 100 pounds.
7. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.
8. Ability to learn, develop, schedule and instruct swim lessons in the water.