



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

Central Connecticut Coast YMCA Position Announcement

Job Title: Swim Lesson Instructor
Director
Salary Range: \$10.10 - \$14.00
Center
FLSA: Non-exempt – Part-time

Reports To: Operations

Work Location: New Haven YMCA Youth

Work Schedule: Weekday Evenings & Weekend Mornings

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. 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.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Swim Instructor at the Central Connecticut Coast YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for swim lesson participants. The Swim Lesson Instructor provides direct instruction and assures the well-being for each participant while using YMCA of the USA guidelines and association policies in accordance with their training.

Essential Functions:

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:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly, and supports members and program participants in achieving their goals.
- Maintains proper attendance and skill records; prepares required progress reports as directed, as well as provide participants and their families with recommendations for follow-up lesson placement.
- Follows all aquatic procedures and guidelines including those pertaining to health and safety, sessions, forms, reports, and staff expectations.
- Develops positive relationships with participants and provides motivational support and guidance.
- Ambassador of all YMCA programs with a focus on Aquatics programs, schedules, and member engagement.
- Maintains physical presence at all times with class and remains aware of pool surroundings and participants in the pool.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety Procedures, and those for the prevention of child abuse.
- Attends all mandatory meetings and trainings.

YMCA Leadership 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.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.

Swim Lesson Instructor, Position Announcement

Revised April 29, 2019

Page 1 of 2

Experience, Education, and Qualifications:

- Minimum of 16 years of age.
- Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
- Possess the ability to observe and instruct participants in proper stroke technique.
- 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.
- Must be willing to work flexible hours, including some weekends and holidays.
- Must successfully complete a swimming and physical skills test upon hire, and annually according to CCC YMCA guidelines

Trainings & Certifications:

- Must hold and maintain current CPR, AED, First Aid, and Oxygen Administration *within 60 days of hire date*.
- Must obtain and maintain YMCA Swim Instructor certification, or equivalent *within 6 months of hire date*.
- Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.
- Must complete department onboarding within the first 90-days of employment.

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.
- Participants and Parents are confident, comfortable, and competent around the water.
- Participants set and achieve personal goals.
- All classes are taught according to the YMCA of the USA standards.

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.brbc.org

Application Information:

Submit a cover letter, resume, and four references by May 30, 2019 to Jisel Cordero, Operations Director at jcordero@cccymca.org.