



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

Job Title: Swim Lesson Instructor

Reports To: Aquatics Director

Revision Date: January 2026

GENERAL FUNCTION

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 Lesson Instructor communicates effectively and provides leadership in instructional areas of aquatic programs according to YMCA aquatic policies, while maintaining a safe, positive, and engaging learning environment.

QUALIFICATIONS

- At least 17 years of age
- YMCA or Red Cross Aquatic Safety Assistant certification
- Current CPR/AED and First Aid certification (appropriate level must be maintained)
- Ability to work effectively with children and adults in a learning environment.
- **Training opportunities available after hire**, if certifications need to be completed or renewed.

ESSENTIAL FUNCTIONS

- Work effectively with children and adults based on individual learning needs.
- Use positive reinforcement to reward skill achievement and appropriate behavior.
- Ensure each participant accomplishes at least one goal during each class period.
- Demonstrate and properly use swim lesson equipment.
- Teach lessons with enthusiasm, creativity, and professionalism.
- Instruct classes in accordance with YMCA policies, covering all required components and using proper teaching techniques.
- Maintain constant supervision of all participants to ensure safety during lessons.
- Keep participants moving and engaged to maximize learning time.
- Communicate pool rules and swimming skills at the participant's comprehension level.
- Communicate participant progress effectively to both parents/guardians and swimmers.
- Notify direct supervisor of any concerns, incidents, or follow-up needs.
- Share suggestions to improve swim lesson programming.
- Develop and follow lesson plans for assigned classes.
- Regularly update skill sheets, accurately recording skills, attendance, and progress.
- Complete and distribute progress reports in a timely manner.
- Maintain a positive learning environment while ensuring appropriate class control.

- Adhere to all pool rules, safety guidelines, and YMCA policies.
- Attend all required staff meetings and training sessions.
- Ensure equipment is prepared before class and properly stored after class.
- Be knowledgeable of and prepared to implement emergency procedures.
- Report damaged or broken equipment to the supervisor.
- Perform other duties as assigned.
- Ability to work effectively with individuals of all abilities, including individuals with disabilities.

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.

While performing the duties of this job, the employee is frequently required to walk, talk, see, and hear. The employee is occasionally required to use hands and fingers, handle, feel, or operate objects, tools, or controls, and reach with hands.

WORK ENVIRONMENT:

Work environment characteristics 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.

Works indoors in an adequate work space with varying temperatures, ventilation and lighting. Works with average exposure to noise and disruptions. Normal exposure to dust/dirt.

BENEFITS:

- Free YMCA membership
- Discount on program fees.
- Free training and certifications related to aquatic instruction and safety.

The employee is expected to adhere to all Association policies and to act as a role model in the adherence to Association policies.

I have read and understand this explanation and job description.

Print Name

DATE

Signature

Aquatic Director Print Name

DATE

Signature