

**YWCA of Lubbock**  
**Job Description**  
***Swim Instructor***

**Department:** Aquatics  
**Salary Grade:**  
**Reports To:** Aquatics Manager

**FT/PT/Vol/Temp:** PT  
**FLSA Status:** Exempt

**Job Summary**

Under general supervision of the Aquatics Director and working closely with the Assistant Aquatics Director, teach water safety, including the Basic Water Rescue and Personal Water Safety courses, two levels of Parent and Child Aquatics, three (3) levels of Preschool Aquatics, and six (6) levels of Learn-to-Swim program.

**Essential Job Responsibilities**

- Plan and prepare effective and safe swim lessons
- Develop program which is based on the needs and concerns of the student as defined by student and the instructor
- Observe swimming skills, accurately classify them, and suggest appropriate interventions to improve them
- Effectively communicate about participant's progress in swim lessons
- Modify teaching to meet unexpected challenges including dealing with participants who misbehave
- Must be at least 16 years old.
- Accommodate participants with disabilities and other health conditions
- Monitor class participation and maintain statistical records on enrollment and attendance for the aquatics center
- Follow through on all classes, completing required records in a timely and accurate manner
- Provide appropriate YWCA course certificates or other recognition to participants
- Accept supervision and evaluation of responsibilities by the YWCA and American Red Cross
- Maintain the daily operation and safety of the aquatics center
- Maintain instruction and fitness equipment used
- Represent the organization at events as requested.
- Perform related job duties as required.

**Job Qualifications**

- Learn and support the YWCA mission, vision, and policies to meet the goals of the organization without compromise, serving as a role model for the Lubbock community both in demeanor and in life-style habits.
- WSI (or equivalent) certified and in good standing with the Red Cross
- First Aid/CPR certified and in good standing with the Red Cross
- Any appropriate combination of education and experience
- Proficient in swim technique
- May represent the YWCA in community groups and carry staff responsibility for special events or other YWCA projects
- Present self professionally in appearance and mannerism at all times.
- Flexibility to work irregular hours from time to time, including evenings or weekends.
- Infrequent travel: 0-10 days/year.

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- Pass a criminal history background check and FBI fingerprint check.
- Ability to relate well with a variety of populations.

## **Physical Requirements**

*The physical demands described here are representative, though not comprehensive, 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.*

- Regularly swim, tread water, stand, walk, bend, crouch, sit, use hands and fingers, reach with hands and arms, feel, talk, hear, see, and be outdoors.
- Lift and/or move up to the equivalent of 30 pounds in the water.
- Work in a public swimming pool for at least one (1) hour at a time.

## **Work Environment**

*The work environment characteristics described here are representative, though not comprehensive, of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.*

- Noise level is generally loud.
- Pace is usually slow to moderate.
- Atmosphere is usually warm and humid.