

## **YWCA GETTYSBURG & ADAMS COUNTY**

### **YWCA MISSION**

The YWCA Gettysburg & Adams County is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

### **POSITION**

Swim Instructor

### **POSITION OVERVIEW**

Under the supervision of the Aquatics Director, provides swim lessons, private or group to all ages, levels and abilities based on American Red Cross standards and program requirements.

### **SUMMARY OF QUALIFICATIONS**

- Must be at least 15 years of age
- Completion of American Red Cross BSI/WSI training or willing to obtain within 6 months of employment
- Excellent writing, listening and verbal communication skills
- Proficient in interacting with people of various ages from diverse backgrounds
- Knowledge and application of teaching swimming and water safety skills

### **JOB DUTIES**

1. Must arrive at least 5 minutes before classes are scheduled to begin.
2. Must dress appropriately; i.e. wear a conventional bathing suit, shirt, shorts, and wear shoes that prevent slipping on the pool deck.
3. Must show respect and courtesy to all YWCA staff, members, and others using YWCA facilities.
4. Must follow and enforce all pool and spa rules.
5. Must be willing to cover classes for other instructors as needed.
6. Must not use electronics during shift.
7. Must take responsibility for the safety of class participants.
8. Must provide instruction to the standard of the American Red Cross.
9. Must complete and distribute skill sheets to parents and/or families at the end of each class session.
10. Must retrieve equipment for class and return equipment when finished teaching the class.
11. Must keep all required certifications current.
12. Must attend all In-Service trainings for instructors as directed.
13. Must teach all scheduled classes. In the case you are unable to, you are expected to find coverage for your class. If you are unable to find coverage for your class, you are expected to teach the class.
14. Must perform other duties as assigned.

\*Any violation of any item listed may result in a corrective action up to and including termination from employment \*

**I have read and understand the above job description and what is expected of me and the mission of the YWCA of Gettysburg and Adams County.**

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature (if under 18 years old)**

\_\_\_\_\_  
**Date**