



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

JOB DESCRIPTION

Position Title: Swim Lesson Coordinator
Supervised by: Aquatics Director
Status: Part time; Hourly position
Benefits: YMCA Membership, Retirement after 2 years of employment

General Function:

Under the supervision of the Aquatics Director this position is responsible for the delivery, administration and evaluation of the swim lesson program and the swim lesson operations in accordance with the policies, procedures and standards established by the Sonoma County Family YMCA. Engage in active listening with members and program participants in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals. The Swim Lesson Coordinator will ensure member satisfaction by providing exemplary service. YMCA aquatic staff must be supportive of other employees and able to work together as a team. They must present themselves in an exemplary manner while on duty, be self-reliant and able to work well with parents and members. They also must wear appropriate uniform at all times and follow the YMCA dress code standards.

Required Qualifications:

- 18 years of age or older
- Current YMCA Lifeguard Certificate or American Red Cross Lifeguard certificate
- Current American Red Cross First Aid for the Public Safety Personnel – Title 22 Certificate or equivalent
- Current American Red Cross CPR for the Professional Rescuer Certificate or equivalent
- Ability to demonstrate all strokes
- 2 years minimum experience teaching swim lessons

Recommended:

- Organizational skills
- Computer skills
- Communication skills
- YMCA Swim Instructor Certificate or American Red Cross Water Safety Instructor
- YMCA Principles of Aquatic Leadership Certificate.

Skills and Competencies/Know How:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be competent in the administration of water safety education, pool operations safety/regulations and its related programs and services. Two or more years of related experience, including staff supervision, program development and budget management. Must possess all required lifeguard/instructor certifications and demonstrate the knowledge of aquatics operations. Must have good communication skills and ability to work with people of varying ages/backgrounds. Must be able to respond to safety and emergency situations. Must be computer literate or be willing to learn computer operations. Must have or be willing to learn telephone skills.

Language Skills-Ability to read, analyze, and interpret policies. Ability to respond effectively to common inquiries or complaints in a way that portrays the Y's 4 Core Values. Ability to provide educational info or articles to the membership. Ability to effectively present/communicate information to Supervisor, Management, as well as committees and Board.

Reasoning Ability-Ability to analyze and resolve difficult problems.

**Sonoma County Family YMCA • 1111 College Avenue • Santa Rosa, CA 95404
707-545-9622 • Fax: 707-544-7805 • <http://www.scfymca.org>**

The Y is a non-profit, community organization. Financial assistance is available.



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Skills and Competencies/Know How (continued)

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 required to swim, stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, crawl or walk; and talk or hear.

The employee must occasionally lift and or move up to 50 lbs. Specific vision abilities are required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee works near moving mechanical parts. The noise level in the work environment is usually moderate.

Essential Job Functions:

- Provides day-to-day coordination of swim lesson program.
- Coordinate private swim lessons schedules for all instructors based on: availability, skill level, and length of employment.
- Communicate with participants, instructors, Member Center staff, and Aquatics Director regarding all concerns and changes with private and group swim lessons.
- Assists with recruiting, hiring, training and evaluating the aquatic staff.
- Actively teaches aquatic classes and/or lifeguards as necessary.
- Manages all daily statistics and records. Ensures attendance records, pool statistics and other required reports are complete.
- Maintains aquatic equipment and areas, with a high attention to cleanliness and safety.
- With the assistance of the Aquatics Director, provides ongoing in-service training and safety checks with the aquatics staff to assure the safest environment possible.
- Attend all staff meetings and trainings.
- Follows all YMCA policies, rules, regulations and procedures, including emergency procedures. Completes incident and/or accident reports as needed.
- Assist the Aquatics Director when needed.

Effect on End Result

This position will help create an environment and culture for staff, members & volunteers that provides the type of service that makes Health Seekers feel supported and appreciated. The position has a significant impact on the effectiveness with which the YMCA accomplishes its Mission, Goals and Objectives in service to the community and support Youth Development, Healthy Living & Social Responsibility. The YMCA will experience high levels of customer satisfaction and membership retention with a focus on quality, safety & cleanliness of YMCA programs & facilities as a result of these efforts.

Employees Name

Employees Signature/Date

Supervisor Name

Supervisor Signature/Date

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