



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Aquatic Instructor I  
**LEVEL:** 4  
**SUPERVISOR:** Aquatic Director  
**DATE:**

**JOB CODE:** 2080P  
**FLSA STATUS:** Non-exempt  
**LOCATION:**

### POSITION PURPOSE

The Aquatic Instructor I is expected to conduct aquatic classes under the guidelines of the certifying agency; provide support and encouragement to assist students in learning new skills; ensure safety and cleanliness of pool and class area and adherence to all YMCA Aquatic Safety Standards; solicit member and community feedback to ensure that programs are responsive to the needs of the community; maintain accurate records and information regarding class participation, program progress and member feedback; ensure a positive, healthy and valuable experience for participants.

### ESSENTIAL FUNCTIONS

- Conduct aquatic classes in accordance with YMCA program standards.
- Provide a safe environment that allows members and participants to learn. Encourage and support students to provide an enjoyable aquatics experience.
- Evaluate swimming and certification skills; complete progress reports and course records for each session; complete communications for parents and participants.
- Participate as a part of the aquatics staff team in providing a safe and enjoyable environment. Respect others by arriving on time and in accordance with schedule.
- Attend staff meetings and trainings as required.
- Provide excellent service to members and participants. Communicate all pool rules and ensure that you are accessible and identifiable.
- Maintain current instructor certifications, pursue YMCA certifications.
- Maintain pool logs, incident/accident reports, locker room checks and other documents as required.
- Perform other related duties as required.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

### ENVIRONMENTAL CONDITIONS

Wet and/or humid, high levels of noise, exposure to weather during summer months, exposure to toxic or caustic chemicals

## PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; running quickly on land then safely entering the water; advanced swimming ability; surface diving and swimming underwater to a specific depth; recovering a casualty from deep water to the surface; towing a casualty to a point of exit from the water; lifting, carrying or/or dragging a victim to a point of safety; Ability to sprint on land; ability to lift and carry over 100lbs under water; ability to pull and drag large objects; ability to sit or stand for long periods of time; ability to tread water for long periods of time; ability to clearly see at 20 inches or less and 20 feet or more ; ability to judge distances and spatial relationships so as to see objects where and as they actually are

## REQUIREMENTS

- 16 years of age with successful completion of swimming skills test.
- Current YMCA or ARC swim lesson instructor certification or 6 months experience teaching swim lessons.
- Current ARC CPR/AED Professional Rescuer and ARC first aid certifications.
- Ability to work with others. Sensitive to others.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 1 year)
  - First Aid (valid 1 year)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

## OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

## OUR MISSION

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_