PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Aquatic Master Instructor
JOB CODE: 2170P
LEVEL: 9
SUPERVISOR: Aquatic Director
LOCATION: 

DATE:

POSITION PURPOSE
The Aquatic Master Instructor is expected to develop and conduct certification training classes which require technical training and expertise; prepare lesson plans in accordance with certifying agency’s program standards; solicit member and community feedback to ensure that programs are responsive to the needs of the community; maintain accurate course records and information regarding class participation, program progress and member feedback; ensure a positive, healthy and valuable experience for participants; assist in training and developing new instructors.

ESSENTIAL FUNCTIONS
- Adhere to and execute training designs for certification training classes.
- Verify all course pre-requisites and testing requirements are met.
- Complete and submit accurate written course records in a timely fashion.
- Conduct classes with energy and enthusiasm.
- Provide support and encouragement to participants.
- Arrive at least 15 minutes prior to the class time to set up equipment and to meet class participants. Maintain professional appearance and wear proper uniform and nametag.
- Provide excellent service to all members and notify supervisor of member needs, supplies or other items needed to ensure program quality and member satisfaction.
- 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

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
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/and 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
- 18 years old with High School Degree or equivalent, 2 years of directly related experience in developing and conducting programs.
- Current Swim Lesson Instructor Trainer or Lifeguard/First Aid, CPR/AED instructor certification
- Pursue YMCA instructor and instructor trainer 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:

CARING
Showing a sincere concern for others.

HONESTY
Be truthful in what you say and do.

RESPECT
Follow the Golden Rule.

RESPONSIBILITY
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: ________________________