



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION - SWIM LESSON COORDINATOR

Job Title: **Swim Lesson Coordinator**

Reports to: Director of Programs

Leadership Level: Leader

Revision Date: 3/17/21

Primary Function: Youth Development

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### POSITION SUMMARY:

Maintains safe swimming/teaching conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures. Builds positive relationships with members and program participants through effective listening and verbal skills and creatively finds ways to connect them to one another and the Y community.

### ESSENTIAL FUNCTIONS:

- Maintains active surveillance of the pool area.
- Manage rosters in Daxko data system.
- Supervise at all swim lessons – Saturday.
- Hire and train new swim instructors per HR guidelines.
- Termination of instructors with the approval of Director of Programs per current HR procedures.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, procedures; completes related reports as required
- Knows, understands, and consistently applies safety rules, policies, and guidelines for the pool and aquatic area
- Ensures program fidelity per Level description and teaching guidelines.
- Performs equipment checks and ensures appropriate equipment is available as needed
- Checks the pool for hazardous conditions when arriving
- Identifies and celebrates the successes of members and program participants.
- Attends all staff meetings and in-service training.
- Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

- Relationships
- Communication
- Developing Others
- Inclusion
- Innovation
- Quality Results

**YMCA of Topeka**

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**QUALIFICATIONS:**

- Minimum age of 16
- Certifications: Basic life support or professional rescuer CPR/AED, first aid.
- Ability to maintain physical and mental readiness
- Must demonstrate swim lesson instructor skills in accordance with YMCA standards

**WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physically perform all skills required of a swim lesson instructor/coordinator.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.
- See and observe all sections of an assigned zone or area of responsibility.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_