



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

## **FAMILY YMCA OF BLACK HAWK COUNTY**

**Job Title:** Swim Instructor

**Status:** Part-Time (Non-Exempt)

**Reports to:** Aquatics Program Director

**Department:** Aquatics

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### **POSITION SUMMARY**

The swim instructor is responsible for conducting high quality swim instruction to YMCA program participants while following the YMCA Swim Lesson Guidelines. The swim instructor will ensure the safety of all participants in and around the aquatics area.

### **ESSENTIAL FUNCTIONS**

1. Maintain CPR, First Aid and AED certifications.
2. Instruct swimming lessons in accordance with YMCA guidelines.
3. Build effective, authentic relationships with students and parents.
4. Maintain attendance and skill accomplishment records for each participant.
5. Maintain teaching equipment and conduct routine checks to ensure participant safety.
6. Maintain surveillance of participants and know their location at all times.
7. Follow all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary.
8. Maintain knowledge of all Black Hawk County YMCA policies and procedures.
9. Attend staff meetings and swim instructor in-services as scheduled.
10. Train and supervise class aides as assigned.
11. Represent the YMCA as a Leader of Aquatics Safety committed to creating a safe and welcoming environment for all.
12. Perform additional duties as assigned by supervisor or designated staff person.

### **QUALIFICATIONS**

1. Must be 16 years of age or over
2. Must complete and pass a background check prior to employment
3. Current CPR/First Aid/AED certification or ability to obtain within 60 days of employment

**HOURS REQUIRED:** 3-10 hours per week

**SCHEDULE REQUIRED:** Monday Tuesday or Thursday evenings 5:30-7:30 PM.  
Saturday morning 9:00-11:00 AM.

Summer hours vary. Lessons are in the mornings and evenings in the summer.

**JOB START DATE:** When available.

**JOB DURATION:** Ongoing.

**HOURLY RATE:** \$8.00-\$9.00 DOE

**SIGNATURE:** I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

Today's Date: \_\_\_\_\_

### **HOW TO APPLY**

All interested applicants must submit a completed employment application and job description. These documents are available on our website.

<http://www.blackhawkymca.org>

**Apply By Email:** [thulsing@blackhawkymca.org](mailto:thulsing@blackhawkymca.org)

**Apply In Person:** submit completed materials to Front Desk.

### **CONTACT**

Taylor Hulsing | Aquatics & Sports Program Director

Black Hawk County YMCA

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