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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Oswego YMCA
Job Description
Lifeguard / Swim Instructor**

TITLE: Lifeguard / Swim Instructor

SUPERVISOR: Health and Wellness Director

STATUS: Part-Time

POSITION SUMMARY (LIFEGUARD):

The lifeguard is responsible for the safety of all patrons in and around the pool area. This will be accomplished through providing high quality service in a safe, effective, and inviting atmosphere. Lifeguard staff must be energetic, dedicated to the safety and individual needs of members, and demonstrate the YMCA's core values. The flexibility and physical endurance to demonstrate all aspects of lifeguarding and swim instruction with safe and proper form is necessary.

General Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Serve as a role model to members and Y staff and live the mission, vision and values of the YMCA movement.
2. Ensure safety of all participants by following aquatics best practices.
3. Adhere to and enforce aquatic rules and procedures consistently and fairly.
4. Maintain constant surveillance of water and pool deck areas, using the 10-10 rule.
5. Wear rescue tube at all times while on duty.
6. Maintain cleanliness of pool area when not performing primary duties.
7. Accurately record and submit incident reports as required.
8. Maintain certifications listed under Certificates and Other Requirements.
9. Adherence to all policies and procedures of the Oswego YMCA.
10. Understand and follow all safety rules and regulations including knowledge of emergency procedures and location of emergency equipment.
11. Regular and timely adherence to schedule and meetings.
12. All other duties as assigned by the Health and Wellness Director.
13. Reflect and uphold the mission and core values of the YMCA when dealing with YMCA aquatics participants, parents, and community members.
14. Follow and enforce YMCA policies and procedures; respond to emergency situations.
15. Must be highly motivated, professional, and have an enthusiastic attitude.
16. Willingly perform other duties as assigned.

Certifications/Experience

1. Must be at least 16 years of age
2. Must be able to pass background check
3. CPR/First Aid/AED Lifeguard Certification Required
4. Renewals of certifications kept up to date and submitted to the supervisor on or before certifications expire.
5. Ability to demonstrate sound judgment with a variety of different issues and people.

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POSITION SUMMARY (SWIM INSTRUCTOR):

The Swim Instructor is responsible for teaching swim lessons under the YMCA of the USA model. Swim Instructors should have experience teaching swim lessons and enjoy working with people, especially children as many lesson opportunities are with children.

General Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned

1. Provide excellent member service by exceeding member expectations.
2. Report on the deck 10 minutes before the scheduled shift dressed in a bathing suit.
3. Have equipment ready before your class and store it promptly after your class. Make good use of available equipment, pool space, and personal resources.
4. All instructors must start and end classes on time.
5. Agree to teach for an entire session. Absenteeism MUST be kept to a minimum.
6. Communicate child's progress with parents on an ongoing basis
7. Adhere to all pool rules and policies. Begin the first class with a reminder of the rules, bathrooms, etc.
8. Know and implement any and all emergency procedures.
9. Maintain accurate attendance for each class as well as updated skill completions using all required forms.
10. Take notes as needed on the strengths and weaknesses of each child in the class.
11. Maintain control and safety of the class. Keep a watchful eye on everyone in the class. All children in flotation should always be within arm's reach, and never turn your back on a class.
12. Exercise good judgment, competence in meeting the goals, objectives, needs and interest of the YMCA, the class as a whole and the individual student.
13. Incorporate all five-program components into each lesson: personal safety, water orientation/stroke development, water sports and games, rescue and personal growth.
14. Maintain a clear and consistent line of communication with all supervisors.
15. Participate in all safety and quality drills
16. Attend all required meetings
17. Engage in active listening with members in order to build relationships, understand each individual's goals and interests and take the initiative to assist in the achievement of those goals.
18. Maintain a professional image and manner consistent with the YMCA mission and goals at all times.
19. All other duties as assigned.

Certifications/Experience

1. Must be at least 16 years of age
2. No Experiences Necessary; Must Enjoy working with people, especially children.
3. Must be able to pass background check
4. Ability to demonstrate sound judgment with a variety of different issues and people.

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Physical Requirements

The employees is frequently required to sit, kneel, stand, stoop, reach and manipulate objects; use hands to handle, feel or operate lifesaving equipment. The position requires mobility attentiveness to visual and audible cues for recognition and identification of swimmers in distress or in process of unsafe behaviors. Specific vision requirements of this job include close vision, distance vision, use of both eyes, ability to distinguish basic colors and shades; depth perception, peripheral vision and ability to adjust focus. The position requires proficient swimming ability and the proper application of rescue and first-aid techniques. Must have the ability to lift various materials up to 25 lbs occasionally and the ability to properly extract individuals from the pool(s) to the deck as needed in rescues. The employee is regularly required to use written and oral communication skills; observe and interpret people and situations; analyze and solve problems; perform Oswego YMCA Job Description work on multiple, concurrent tasks with possible constant interruptions; interact with the members and participants and deal with distressed, dissatisfied or abusive individuals.

Work Environment

While performing the duty of this job, the employee is exposed to pools, wet and very humid conditions, and chemicals. The noise level in the work environment can vary from quiet to loud depending upon the programming that is occurring at the time.

The effectiveness of a successful Lifeguard will be measured their ability to consistently demonstrate proficiency in lifeguard skills and performance of the duties outlined above. Specifically agreed upon goals will be mutually established and reviewed at least once each year. The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Oswego YMCA is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Oswego YMCA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We understand and mutually accept that the above referenced job description represents our agreement as to the job be performed.

Signature _____ Date ____/____/____
Employee

Signature _____ Date ____/____/____
Supervisor