



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

DAVIESS COUNTY YMCA JOB DESCRIPTION

Job Title: **Swim Coach**

FLSA Status: Part-time; Non-Exempt

Revision Date: 1/10/23

Reports to: Aquatics Director

POSITION SUMMARY:

Assists coaching staff by working with swim club participants to prepare them for competition. Gives coaches the ability to work with individuals by taking over their groups and conducting drills. Takes charge of getting the swimmers ready for the next race.

ESSENTIAL FUNCTIONS:

- Aids in swim club participant instruction from stroke development to aquatic competition
- Maintains constant surveillance of participants, ensuring all are accounted for and doing well during practices and meets
- Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area regarding swim club
- Encourages swimmers to grow in their endurance, skill and confidence in the water
- Ensures participants have the equipment needed to succeed
- Maintains a clean area during and after instruction, making sure they take care of all equipment used and placing back in proper storage once done
- Maintains a positive attitude and atmosphere during practices and meets
- Works well with other instructors and volunteer parents
- Present at all practices and meets for instruction and encouragement for swim club participants

CORE COMPETENCIES (ALL STAFF):

CUSTOMER SERVICE

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

MISSION ADVANCEMENT

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

TEAMWORK

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

OPERATIONAL EFFECTIVENESS/SAFETY

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

QUALIFICATIONS:

- Minimum age of 14.
- Ability to maintain certification-level of physical and mental readiness.
- Must demonstrate swimming skills and knowledge of swimming skills in accordance with YMCA standards.

PHYSICAL DEMANDS:

- Must be able to remain alert and sit or stand for extended periods.
- Adequate ability to hear noises and distinguish distress signals.
- Ability to continuously scan all areas of the pool with clear vision.
- Ability to perform strenuous physical tasks necessary for swim instruction
- Ability to communicate verbally, including projecting voice across distance in normal and loud situations.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Directors Signature: _____ **Date:** _____