



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Swim Instructor

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Aquatics & Safety Director

Revision Date: 9/3/25

Y Job Grade: 3

Pay Range: \$14.50-\$15.50

Benefits: Paid time off, YMCA membership, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), CPR certification, Lifeguard certification, Water Safety Instructor certification

Summary/Objective

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Swim Instructor provides direct leadership, instruction and motivation for participants in swimming classes.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day.

We are welcoming: we are open to all. We are a place where you can belong and become.

We are nurturing: we support you in your journey to develop your full potential.

We are determined: we are on a relentless quest to make our community stronger.

Qualifications

- Must be able to pass a background check.
- Must be at least 18 years of age.
- Certifications: CPR for the Professional Rescuer, AED, Basic First Aid.
- Certifications: Red Cross Water Safety Instructor (WSI) or be willing to obtain.
- Ability to maintain certification-level of physical and mental readiness.
- Ability to respond to safety and emergency situations and to make solid decisions under pressure.

General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all members, staff, volunteers and guests.
3. Perform other related duties as assigned by your supervisor or other Leadership staff.

Role Specific Functions

1. Instruct swimming lessons, having prepared lesson plans in accordance with Red Cross Water Safety Instructor Standards.
2. Build effective, authentic relationships with participants and parents; help them connect with each other and the YMCA.
3. Convey information on aquatics programs and schedules and as appropriate refer participants and parents to other programs.
4. Maintain records as required (i.e. attendance, progress reports, etc.).
5. Attend staff meetings and trainings as scheduled.
6. Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary.
7. Organize and put away needed class equipment. Report damaged equipment.
8. Train and supervise class aides as assigned.

Physical Demands

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, use hands to manipulate objects, talk, hear and see. Ability to lift up to 50 pounds to assist or remove individuals from the water. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____