

YWCA Oahu

Job Title: Kokokahi Aquatics Instructor

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: Kokokahi Aquatics

Job Summary

The Aquatics Instructor will deliver Learn to Swim programs and instruction, and other Aquatics programs, to children and adults of all ages who wish develop or improve swimming techniques and skills. The Aquatics Instructor's responsibilities include evaluating each student's performance during swim sessions and providing feedback, completing attendance, progress, and accident reports, and ensuring that all swimming aids and equipment are in good working order. The Swim Instructor will use technology as it relates to the program. May also require assistance to students with special needs to socialize with other students.

The Aquatics Instructor will demonstrate patience and enthusiasm and be able to motivate students to accomplish their swimming goals. The Aquatics Instructor will have positive, effective communication and maintain a safe and clean facility for members and guests.

Essential Duties

- Responsible for teaching swimming techniques, swimming strokes, and water safety rules to students with varying swimming abilities.
- Responsible to lead swimming activities at the aquatics facility and ensure policies, guidelines, and safety procedures are followed.
- Responsible for daily site inspection to maintain safe facilities, including visual inspection of equipment, and water testing to ensure that they are safe and usable.
- Responsible to communicate and resolve with management any scheduling conflicts to ensure safe pool environment when competing programs and priorities require use of aquatic facilities.
- Responsible for assisting more experienced swimmers to enhance their swimming abilities.
- Responsible for identifying incorrect swimming techniques and correcting students accordingly.
- Responsible for assessing the progress of students and adjusting teaching programs accordingly.
- Responsible for planning swimming lessons that take into account students' abilities and progressive development
- Responsible for implementing ground rules for each swim session, and communicating any concerns to management or guardians as necessary.
- Responsible to warn swimmers of improper activities or danger, and enforces pool regulations and water safety policies.
- Responsible for visual inspection ensuring that the swimming pool and locker rooms are kept clean and tidy.
- Responsible for monitoring students to prevent accidents and injuries.

- Responsible to administer first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration, if necessary.
- Responsible for daily, routine custodial care of the pool and related facilities for safe, clean, and efficient operations.

Secondary Duties

- Responsible to perform routine pool maintenance duties and tasks for safety and cleanliness.
- Responsible to add chemicals to pool water as directed by policy and procedure, and management.
- Responsible to evaluate conditions for safety and initiates aquatics emergency action plan as required during daily service delivery.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 2 years of previous experience.

Behavioral Characteristics

- Instructing -- Teaching others how to do something.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-

mail.

Reasoning Ability

- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Computer Skills

- Smartphone Technology or similar tool use for daily email, registration and payments, and other applications as required.

Certification and Licensing

- Lifeguard Certification
CPR / AED Certification
First Aid Certification

Agency will furnish training for certifications for qualified candidates.

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.

While performing the duties of this job, the employee is:

- regularly required to reach with hands and arms; talk or hear.
- frequently required to stand; walk; sit; use hands to finger, handle or feel; stoop, crouch, or crawl.
- occasionally exposed to climb or balance; taste or smell.

The employee must:

- regularly lift and/or move up to 100 pounds.

Specific vision abilities required by this job include:

- close vision; distance vision; peripheral vision; depth perception; ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to work near moving mechanical parts; climb or balance.
- frequently exposed to fumes or airborne particles; toxic or caustic chemicals.
- regularly exposed to outdoor weather conditions.

The noise level in the work environment is moderate noise.