

Cadillac Area YMCA Job Description

Job Title: **Water Fitness Group Instructor**

Department Code: 06

FLSA Status: Part-time, Non-Exempt

Job Grade: 2

Reports to: Aquatic Program Director

Revision Date: September 19, 2016

Position Summary:

Instructs water fitness group classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

Essential Functions:

1. Leads group classes, as assigned in accordance with YMCA guidelines, having prepared a workout plan accordingly.
 - a. Arrives on time and be ready to perform duties.
 - b. Greets and engage every participant in a friendly, helpful way at every opportunity.
 - c. Teaches with enthusiasm and creativity. Uses positive reinforcement and addresses individual needs.
 - d. Keeps accurate class attendance records.
2. Conducts energizing, fun, safe, and educational classes.
 - a. Uses appropriate aquatic workout routines.
 - b. Demonstrates exercises and skills being taught.
 - c. Adapts workouts to varying fitness levels and ages of individuals.
 - d. Demonstrates proper techniques and ensures proper safe body mechanics by providing corrective feedback.
3. Maintains working knowledge of wellness and trends to provide effective information and support to members.
4. Develops positive relationships with members and participants and provides motivational support and guidance.
 - a. Listens to and responds to participant concerns, providing immediate solutions whenever possible, or timely follow-up when required. Implements service recovery when necessary and takes ownership for questions or concerns until answers are given or participant is referred to another staff member who can assist.
 - b. Conveys information on aquatic programs and schedules and as appropriate refers members and participants to other programs.
 - c. Builds effective relationships with members; helps members connect with each other and the YMCA.
 - d. Encourages member involvement and identifies potential volunteers.
5. Follows all YMCA policies, rules, regulations and procedures; including emergency safety procedures. Completes incident and accident reports as necessary, accurately and in a timely fashion.
 - a. Works with lifeguard to maintain a safe environment, staying alert to any potential health or safety dangers to program participants and intercede to prevent incidents.
 - b. Maintains constant watch on all class members and ensure their safety during class.
6. Organizes and puts away needed class equipment and ensures that pool area is neat and orderly. Reports damaged equipment.
7. Attends monthly staff meetings and trainings as scheduled.
8. Trains and supervises class aides and new teachers as assigned.
9. Communicates with the relevant YMCA Staff and Aquatic Program Director concerning:
 - Program rosters and materials
 - Schedules
 - Participant concerns or incidents
 - Facility conditions
 - Incident or contamination reports

YMCA Competencies

Mission and Community Oriented: Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

People Oriented: Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

Qualifications:

1. Required certifications: CPR, First Aid, AED, or willingness to obtain.
2. Must be able to demonstrate water fitness instructor skills in accordance with YMCA standards.
3. YMCA Water Fitness Instructor or relevant equivalent or willingness to obtain.
4. At least 16 years of age.
5. At least one year of experience teaching group wellness classes preferred.
6. Certifications in West Bend trainings on Harassment, Bloodborne Pathogens, and Child Abuse.

Physical Demands:

1. Ability to swim.
2. Ability to conduct aquatic classes and activities relating to fitness.
3. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting.