



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

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Assistant Swim Coach

**Reports To:** Aquatics Coordinator

**FLSA:** Non-exempt – Part-time

**Work Location:** North Area Family YMCA

**Work Schedule:** Tuesday from 5:30p-7:30p; Thursday & Friday from 6:30p-8p; occasional weekends for swim meets

---

**Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Aquatics Coordinator, the Assistant Swim Coach provides direct leadership, instruction and motivation as well as assures the safety and well-being of students in the clinics. The Assistant Swim Coach is responsible for teaching classes using YMCA of the USA Guidelines and association policies in accordance with their training. Swim Coaches are to ensure safety at all costs and maintain an effective, quality program.

**Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Create and maintain a physically and mentally safe environment. This environment must be interesting and provide support which will allow the participants to grow and develop their skills.
- Oversee supervision of all class participants; make sure all participants are watched at all times and never turn your back to your class.
- Establish positive relationships with parents, children, volunteers, and other staff members; be a positive role model.
- Wear a uniform consistent with branch dress code: one piece appropriate bathing suit.
- Arrive 15 minutes early on deck in uniform for all shifts.
- Provide outstanding customer service by addressing customers concerns and implementing parent's feedback.
- Communicate with participants/responding to questions or concerns about the class.
- Set-up, organize and clean-up all class materials, report any damaged equipment to your supervisor.
- Cover all shifts. When unable to cover a shift, Assistant Swim Coach must find their own qualified substitute.
- Convey basic information on aquatic programs and schedules.
- Attend all mandatory staff meetings and trainings.
- Greet all class participants in a courteous and friendly manner.
- Maintain accurate records (i.e. attendance, progress reports, class skill performance records etc.).
- At all times, maintain physical presence with class and remain aware of pool surroundings and patrons in the pool.
- Maintain cleanliness of the facility.
- Know, follow and enforce all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
- Complete incident as necessary.
- Substitute for staff when needed.
- Actively pursue training and learning opportunities and certifications/trainings relating to the position; maintain current certifications required by the position.
- All other duties as assigned by Supervisor.

**Qualifications:**

- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving, team oriented, creative thinking, and leadership skills.
- Ability to read, interpret and effectively communicate document, information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc., train and instruct other staff members; promote the benefits of the YMCA, the facility and programs; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Brings to this position maturity, responsibility and a sincere interest in working with people of all ages.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Able to work a flexible work schedule to include evenings and weekends.

**Experience and Education:**

- Assistant Swim Coach

Education		Experience		Certifications
High School Diploma or GED equivalent	AND	6 months of swim experience in swim team or other specialty team	AND	USA Swimming Safety Training for Swim Coaches

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to position.
- Must hold current CPR Pro, AED, First Aid and Lifeguard certification (YMCA or Red Cross).
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must become a YMCA Certified Swim Instructor within 12-months of hire date.
- Must attend and complete YMCA Youth Protection training, Listen First, and Quality Service Training within the first 90-days of employment.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Assistant Swim Coach is committed to promote an enjoyable environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

- The number of swim teams will increase by 3 in 2017, with subsequent performance goals to be established annually.
- High quality swim team programs will improve the retention rate among participating family members and at least 30% of all participants will sign up for the next program.
- Participants will receive high quality programming from Swim Coaches who perform at the highest standards, meeting or exceeding program outcomes by role modeling and instructing tem level appropriate skills.
- Head Swim Coaches will work with Assistant Coaches and Aquatics Leadership team to develop swim programs and provide additional programs (i.e. team meets, synchro shows) to already existing programs.

**Physical Demands:**

Remain alert with no lapses of consciousness. Hear all noises and distress signals in an aquatic environment, including in water background noise and perform all needed rescue skills. Operate alone as an instructor, without other instructors for support. Project voice across aquatic area. Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, climb, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Work is performed in a typical aquatic environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool area may occur.

**Americans with Disabilities Specifications:**

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.

**How to Apply:**

Interested candidates should contact Rachelle Randall, Aquatics Coordinator Director at (315) 451-2562, ext. 238 or email their completed application to [randall@syracuseymca.org](mailto:randall@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their completed application to [lipari@syracuseymca.org](mailto:lipari@syracuseymca.org), no later than May 24, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.

Assistant Swim Coach, Job Description

May 10, 2018

Page 2 of 2