

job posting

Position Title:	Water Safety Instructor	Department:	Health and Fitness Center
Salary:	\$13.05 - \$15.00, DOQ	Scheduled Hours:	Part-time. Hours vary. Tuesday and Thursday evening. Saturday morning.

Position Summary:

Teaches swimming lessons to YWCA members and non-members and/or their children, helping them to proceed to a higher swimming level in a safe learning environment.

Position Responsibilities:

1. Establish a safe learning environment and maintain control and awareness of classes. Take attendance for all classes. Follow Red Cross Learn-to-Swim Program guidelines. Flexibility to modify teaching plan or activities to fit the skill level of individual participants.
2. Distribute evaluations of teaching to participants or parents. Complete Red Cross Course Record sheets on each class taught. Provide Red Cross cards and skill sheets to participants and maintain updated swimming records within the swimming program
3. Maintain positive public relations with members, guests, employees, program participants and parents/guardians. Know students by name; greet them during each visit. Inform parents and participants of progress. Get feedback about class from parents and participants.
4. Keep Aquatics Manager informed of the progress and concerns with participants and/or classes. Inform Supervisor verbally of progress or concern. Turn in end of session evaluations and Red Cross Course Record sheets. Recommend instructional equipment needs.
5. Enforce rules and policies of the YWCA's Aquatic Program. Know and abide by the agency's rules and policies. Inform members of rules and policies when necessary.
6. Follow through all specific agency emergency procedures. Perform necessary first aid. Contact Aquatics Manager and Director of Health & Fitness in case of accident/emergency. Follow up on injury to student with a phone call to student or parent.
7. Report safety hazards, maintenance problems or unusual incidents immediately to Aquatics Manager. Eliminate safety hazards immediately.

Qualifications:

Education: High School or equivalent

Certification and Licensure: Red Cross Water Safety Instructor (required)
CPR for the Professional Rescuer (required)
Child and Infant CPR (required)

Work Experience: On the job training is provided. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or related mission is highly desired.

Other Requirements:

- Interruptions to work flow
- Work activities of a seasonal/cyclical nature
- Agree to mandated child abuse reporting guidelines

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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