



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SWIM LESSON COORDINATOR

Job Title: Swim Lesson Coordinator
FLSA Status: Part Time, Non-exempt
Reports to: Aquatics Director

Job Grade: 10
Revision Date: Jan 2026
Primary Department: Aquatics

POSITION SUMMARY

The Swim Lesson Coordinator is responsible for the planning, coordination, and execution of high-quality swim lesson programming in alignment with the YMCA's mission, values, and safety standards. This role oversees daily swim lesson operations, instructor scheduling, participant progress tracking, and effective communication with parents and guardians. The Swim Lesson Coordinator supports staff development through coaching, evaluations, and in-service training, provides excellent customer service, and teaches swim lessons as needed to ensure program coverage and quality.

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 genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger, beginning with you.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Program Coordination & Execution

- Oversee the execution of swim lesson programs to ensure consistency, safety, and quality instruction.
- Ensure swim lessons are delivered according to YMCA curriculum, policies, and best practices.
- Monitor class sizes, attendance, and participant placement to support effective learning.
- Assist with program registration, changes, and waitlist management as needed.
- Teach swim lessons as needed to support program coverage and maintain instructional quality.
- Provide on-deck supervision and guidance to instructors during lessons.
- Model effective teaching techniques, safety practices, and positive participant engagement.
- Enforce YMCA aquatics safety rules, emergency procedures, and risk management practices.
- Respond appropriately to incidents and emergencies and complete required documentation.

Instructor Scheduling & Support

- Create and maintain swim instructor schedules to ensure adequate staffing and coverage.
- Assist with onboarding, training, and mentoring swim instructors.
- Provide ongoing coaching, feedback, and support to staff to promote instructional excellence.
- Assist with formal and informal staff evaluations in collaboration with the Aquatics Director.
- Assist with in-service training and staff meetings.

Participant Progress & Evaluation

- Track and evaluate participant progress using YMCA-approved assessment tools.
- Support instructors in conducting skill assessments and level transitions.
- Ensure accurate and timely documentation of participant progress and records.

Parent/Guardian Communication & Customer Service

- Communicate effectively and professionally with parents and guardians regarding participant progress, class placement, and program policies.
- Address questions, concerns, and feedback in a timely, customer-focused manner.
- Serve as a visible and approachable representative of the Aquatics Department.

Other Duties As Assigned

YMCA COMPETENCIES (Leader)

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

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

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Abuse Risk Management: All YMCA employees agree to adhere to policies related to boundaries with members and children and complete required abuse risk training. Employees must report any suspicious or inappropriate behaviors or policy violations; in addition, all employees are mandated reporters.

QUALIFICATIONS

- Minimum of 18 years or older.
- 1 year of experience as a lifeguard, lifeguard instructor, or swim instructor preferred.
- Current CPR/AED for the Professional Rescuer, Basic First Aid, or Red Cross Lifeguard certifications, or ability to obtain within 60 days of employment.
- Possess a current Red Cross Water Safety Instructor certification or ability to obtain the certification as the first available class offering.
- Understanding of the mission and purpose of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community; a track record of building authentic, constructive relationships with others.
- Maintain a flexible schedule, which will include evening hours and may consist of weekends, early mornings, and afternoons.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to support a child's or adult's body weight in the water.
- Must be able to remain alert with no lapses of consciousness in a warm environment with air temperatures of 80 degrees or higher.
- Must be able to be in water ranging from 80-88 degrees for one to four hours.
- Demonstrated ability to recognize and remedy hazardous/dangerous situations.
- Ability to recognize and react calmly and effectively in hazardous/dangerous situations.
- Communicate verbally, including projecting voice across distance in normal and loud situations.
- Perform all physical aspects of the position, including walking, standing, swimming, bending, reaching, and lifting up to 50 pounds at a time in a warm pool environment.
- The noise level in the work environment is usually moderate.
- This position requires working on-site at all times.

SIGNATURE

I have reviewed, understood, and accept this position description.

Employee's Name

Employee's Signature

Date