



**YMCA BUFFALO NIAGARA  
JOB DESCRIPTION**



**TITLE:** Lifeguard/Swim Instructor                      **BRANCH:** Southtowns

**INCUMBENT:** \_\_\_\_\_ **DEPARTMENT:** Aquatics

**REPORTS TO:** Aquatics Director                      **GRADE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **RANGE:** \_\_\_\_\_

**GENERAL FUNCTION:**

Under the direction of the Aquatics Director, the Lifeguard/Swim Instructor is responsible for the safe operation of the swimming pool, and for delivering swim lessons in accordance with the design provided by the YMCA of the USA.

**QUALIFICATIONS:**

The incumbent for this position must be at least 18 years of age and must be currently certified as follows:

- YMCA or Red Cross Lifeguard Certification
- CPR for the Professional Rescuer
- Community First Aid or Standard First Aid
- AED
- Oxygen Administration

This position requires mental alertness and excellent physical condition. The ability to effectively communicate with youth and adults, as well as to enforce pool rules is essential. The ability to see, hear, project voice, and move effectively is critical.

The incumbent must successfully complete the YMCA’s New Employee Orientation and Child Abuse Prevention Training prior to employment.

**JOB SEGMENTS:**

1. Enforce all pool safety rules, Implement pool emergency procedures, Aid swimmers when necessary, Complete incident reports, and Treat injuries.
2. Carry Out all swimming instruction within the guidelines and standards of the YMCA of the USA and YMCA Buffalo Niagara.
3. Be Alert, Friendly, and Responsive to swimmers, parents, and co-workers.
4. Record pool temperature, pool chemical qualities, documentation of swim lesson skill achievement, and attendance.
5. Responsible to meet or exceed swim program enrollment targets.
6. Conduct parent evaluations. Achieve a 50% response rate and a 90% satisfaction rate.
7. Ensure proper usage of pool equipment, i.e., lane lines, emergency equipment, etc.
8. Attend all staff meetings and training sessions as required.
9. Maintain all required lifeguard and CPR certifications, Assure that there is no lapse in certification.
10. Carry Out other duties as assigned.

**EFFECT ON END RESULTS:**

1. A safe swimming pool environment for swimmers and spectators.
2. Accurate and timely records of pool conditions, swim lesson attendance, and achievement.
3. A broad based, high quality swimming instruction program with a growing enrollment and revenue base.
4. Compliance with all requirements of YMCA Buffalo Niagara, the YMCA of the USA, and the NYS Health Department

\_\_\_\_\_  
Employee    Date

\_\_\_\_\_  
Supervisor    Date