Position Description

JOBTITLE: Swim Instructor DATEREVISED: April 14, 2015
CLASSIFICATION: Part Time DEPARTMENT: Campus Recreation
REPORTSTO: Assistant Director of Aquatics PAYRATE $10.00 – $12.00/hr Based on experience

Essential Responsibilities
Swim Instructors are responsible for the successful instruction of learn to swim programming,

Specific Responsibilities
- Effectively manage all incidents involving the swimming or safety classes
- Adhere to and enforce all the policies and procedures
- Complete all necessary planning and paperwork inherent to the class
- Be available as needed to discuss the participant’s course evaluation with the parents/guardians and/or participants
- Punctually meet all scheduled class times, fully prepared to teach
- Attend all staff and evaluation meetings as requested
- Perform other job related tasks as assigned

Minimum Requirements:
- Previous teaching experience (preferred)
- Ability to complete all paperwork, lesson plans etc. necessary for successful course completion
- Ability to appropriately manage class participants and parents/guardians
- Knowledge to respond swiftly and effectively in emergency situations

Competencies
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Basic computer competency

Professional Competencies
- Ability to handle customer service issues.
- Ability to work with all age groups.
- Ability to perform all American Red Cross skills as trained.
**Human Relations**
Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

**Work Environment and Physical Demands**
*(The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)*

**Work Environment**
- Several hours on feet/walking around
- Moderate to loud noise

**Physical Demands**
- Assisting in event setups requiring lifting exceeding 30lbs

**Employee Acknowledgement**

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

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Employee

Date