



Job Description - Swim Instructor

Supervisor: Assistant Director of Aquatics & Safety, Graduate Assistant of Aquatics & Safety

Job Description: Responsible for planning, coordinating, and teaching learn-to-swim and water safety courses

Qualifications:

Currently certified as an American Red Cross Water Safety Instructor or equivalent certification
Experience in teaching swim lessons is preferred

Knowledge and Skills:

- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership and public relations skills
- Communication and decision-making skills

Job Specifics:

- Teach and instruct swim lesson patron(s) and assist them in achieving their swimming goals.
- Provide customer service for all pool users at the Aqua Sports Center and natatorium.
- Perform cleaning tasks on a weekly basis within the facility.
- Be proficient in handling emergency situations.
- Attend mandatory in service trainings.
- Be familiar with American Red Cross Learn-to-Swim levels and other Red Cross water safety courses and know how to use course materials effectively.
- Adapt your teaching approaches to the age, experience and ability of participants so they can meet course objectives.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe.
- Cover all material required in a level.
- Complete swim lesson block plans and lesson plans prior to group swim lessons
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress.
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans.
- Enforce all aquatic facility policies, rules and regulations.
- Complete records and reports in a timely manner.

- Provide input on any aspect of the Aquatics and Safety Program and perform additional tasks as required in the daily operation.

Scheduling:

Private Swim lessons-Scheduling will depend on the availability of:

- o The pools
- o Swim instructor
- o Student(s)

Group Swim lessons-instructor will be required to attend swim class sessions as assigned.

Evaluation:

- Assist in the evaluation of swim lesson programs and maintenance of lesson equipment and supplies.
- Will complete a self evaluation in coordination with the Assistant Director of Aquatics & Safety each semester. Participants will also be allowed to fill out evaluations after every session.

Other:

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

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