

# Shore Aquatic Center

## Swim Instructor

**NATURE OF WORK:** Under the direction of the Aquatic Manager, Aquatics Coordinator Swim Instructors will provide quality swimming experience for patrons of all ages and abilities at the Shore Aquatic Center. Swim Instructors work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Swim Instructor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Lead in teaching a variety of swimming lessons for all ages and abilities.
2. Maintain students' safety during class.
3. Participate in the effective evaluation of each student's progress.
4. Assist in maintaining class rosters and completion of certificates in a timely manner.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the Aquatics Coordinator the need to move students to appropriate levels.
7. Prepare class plan and assemble equipment in advance of each class.
8. Submit all records and reports in a timely manner.
9. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
10. Attend inservice and other trainings as assigned.
11. Maintain current certifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Swim Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Swim Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

### **MINIMUM REQUIREMENTS:**

- **Must be at least 16 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.
- **Pass Swim Instructor/Aide pre-test. Float on front and back, swim 50 yds, tread water in dive tank for 2 minutes.**
- Maintain CPR/FA Certification

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively assist in managing a class of 2 to 10 students.
- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.

**TO RETAIN STATUS**

- Attend all Head Guard monthly meetings
- Attend all assigned In-services
- Maintain required certifications
- Complete all essential functions of Head Guard, failure to meet essential function or above listed responsibilities will result in loss of position and possible loss of employment.