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.