



# POSITION DESCRIPTION

<b>POSITION TITLE:</b> Swim Instructor	<b>DEPARTMENT:</b> Aquatics
<b>CLASSIFICATION:</b> Part-Time, Non-Exempt	<b>REPORTS TO:</b> Aquatics Coordinator
<p><b>DESCRIPTION SUMMARY:</b> Under the supervision of the Aquatics Coordinator, Swim Instructors plan and teach water safety and proper swimming techniques to a diverse range of participants in group and private settings.</p>	
<p><b>ESSENTIAL RESPONSIBILITIES:</b></p> <p><i>Department: Aquatics</i></p> <ul style="list-style-type: none"> <li>– Prepare and deliver technical guidance, age-appropriate and skill-focused group and private swim lessons based upon participant abilities.</li> <li>– Arrive prepared to all sessions.</li> <li>– Work collaboratively with participants and aquatics staff to ensure a positive and friendly environment with encouragement, goal-setting, and positive reinforcement.</li> <li>– Provide excellent customer service and interact with parents when appropriate. Receive and respond to questions, concerns, and complaints from patrons; determine issues and resolve or refer to higher-level staff as appropriate.</li> <li>– Evaluate participant progress and complete progress reports as needed.</li> <li>– Ensure the safety of all participants.</li> <li>– Recognize and respond effectively in emergencies in accordance with facility emergency action plans.</li> <li>– Enforce all facility policies, rules, and regulations.</li> <li>– Attend in-service trainings and meetings when necessary.</li> <li>– Complete all additional duties as assigned by supervisor.</li> </ul>	
<p><b>REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>– Experience with competitive swimming and/or teaching swim lessons.</li> <li>– American Red Cross WSI certification preferred.</li> <li>– Certification in Lifeguarding/CPR/AED/First Aid through the American Red Cross or Ellis &amp; Associates preferred.</li> <li>– Knowledge of stroke mechanics and swimming skills.</li> <li>– Ability to teach swimming to a wide variety of age groups and skill levels.</li> <li>– Must be able to take initiative to solve problems and willing to seek assistance in solving problems.</li> <li>– Must be able to communicate effectively with children of all ages and their parents.</li> <li>– Must be able to work as a team and manage conflict situations.</li> </ul>	
<p>This position description is not intended to be all-inclusive, but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.</p> <p>This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.</p>	