

# Job Description: Swim Instructor

**Job title:** Swim Instructor

**Reports to:** Head WSI, Aquatic Director

**Job purpose:** Under the direction of the Head

WSI, the swim instructor is responsible for performing a variety of duties to ensure the success of the Swim Lesson Program.

**Wage range:** \$12.32-15.50 depending upon age & experience

## **Job Summary:**

Provides skill-based swim and water safety instruction to people of all ages. Maintains constant supervision of students to ensure safety. Creates positive, nurturing relationships with students and builds cooperative relationships with parents and caregivers. Promotes and supports the potential of all students in program. Facilitates peer-to-peer connections as part of the overall program experience. Provide swim lessons/private or group to children and adults of all levels and abilities based on American Red Cross (ARC) standards and program requirements. The use of a variety of educational tools in a safe and effective manner is strongly encouraged.

## **Job requirements:**

- Must maintain CPR/First Aid and AED certification
- Must work at least three full swim lessons sessions per season
- Red Cross Water Safety Instructor Certification preferred.
- Must be able to effectively communicate with students, their parents and staff members to maintain the safety of the swimmers in the program
- Must work every scheduled shift without exception unless sub-form is submitted to the Pool Manager in advance
- Must personally deliver to the student and/or parent a skills checklist that is accurately filled out for the student's acquisition of skills during the class session.
- Must be able to demonstrate passing competency for all skills for every swim level taught and is able to provide accurate demonstrations of the skills taught. Mature, credible, and comfortable communicating with guests, students, parents, and co-workers
- Scheduling flexibility to be able to work during peak pool hours which may include afternoons, evenings, and weekends

## **Swim Instructor Duties and Responsibilities**

### **Instruct swim strokes and water safety skills:**

- Effectively teach the tenets of Red Cross swim lessons to students of varying ages and abilities
- Use a variety of tools, drills, and equipment to teach and reinforce swimming strokes and skills
- Creates and utilizes lesson plans as appropriate for every class taught.
- Educate participants on proper technique and promote swimmer safety.

### **Safety:**

- Maintain proper surveillance of program participants
- Performs the job safely and in compliance with policies, procedures, rules and the employee manual.
- Restore all equipment to proper places at conclusion of shift
- Tend to accidents or emergencies in accordance with accident protocols and emergency action plans.
- 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 clean, safe, and in working order.

### **Punctuality/Timeliness:**

- Begin and end class on time, remain after class to answer participant and/or parent questions.
- Complete and submit completed report cards, certificates and attendance information on time.
- Reliably arrive promptly and be prepared for their shift.

### **Reliability/Maturity:**

- They must have the maturity to use good judgment in stressful situations and be aware of surroundings
- They must be knowledgeable about the subject matter and constantly strive for improvement.

### **Swim Instructor Skills, Knowledge, Abilities and Qualifications**

As strong and confident leaders, successful swim instructors think proactively on their feet to resolve any issues that may arise and are creative in their instruction of swim strokes and water safety skills. Additionally, preferred candidates will possess the following:

### **SKILLS:**

#### **Communication skills –**

- Swim Instructors are also expected to answer any questions or concerns that patrons may have.
- Accurately assesses participants' skills, progress and ability levels and be able to communicate these to the participants and parents tactfully and truthfully.
- Maintain positive yet professional relations & communicate effectively with the students, parents & staff.
- Must be able to respond to and handle upset patrons in a positive and appropriate manner.

#### **Manual/Physical Skills:**

- Must be able to demonstrate passing competency for all skills for every swim level taught and is able to provide accurate demonstrations of the skills taught.

#### **Personal skills**

- Ability to fairly & consistently enforce the rules & policies of the Selah Aquatic Center
- 15 years of age or older
- Ability to work independently and possess energy and enthusiasm.
- Present a professional appearance & attitude at all times while maintaining excellent customer service.

### **ABILITIES:**

- Independently make decisions which comply with overall facility policies and procedures
- Read, understand and explain facility policies and procedures;
- Accept constructive criticism and direction from supervisors;
- Respects decisions and authority of supervisors
- Motivate program participants;
- Undertaking all other jobs that need his/her attention, including additional duties issued by management
- Attends staff trainings and meetings: expected to participate in weekly in-service trainings, be evaluated and receive instruction to improve techniques, and perform CPR and teaching skills audits.

**Special Requirements:** Ability to pass pre-employment practical skills test in the water

### **\*Acceptable Swim Instructors Certifications include:**

American Red Cross Water Safety Instructor

#### **With**

The American Red Cross CPR Adult/Infant/Child. **OR**

The American Heart Association Basic Life Support (BLS) Adult/Infant/Child. **OR**

The American Red Cross CPR – AED for Lifeguards

### **Special Working Conditions:**

Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as pollen and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death. A swim instructor should be comfortable working in a wet and watery environment. Stands in 78 - 88 degree water for five 30-minute periods while instructing and demonstrating swimming strokes and other aquatic techniques. He/she will have to wear a uniform provided by management.

**Other Requirements:**

Maintain professional attire at all times when on duty

- Athletic one-piece swim suit\* (i.e., Speedo, Nike, TYR)
  - Hats\*, rash guard shirt\*, sunglasses\*, sunscreen\*, use of provided umbrellas as needed to reduce sun exposure
  - Whistle\* of decibel level to be heard inside building when blown on deck
  - Staff issued lifeguard shirt and black, red, or navy shorts or sweats
- (\*these are not provided by SPRSA and must be provided by employee):

Availability to work days, early mornings, afternoons, late evenings and weekends; Work is reviewed for results by observation. Employees in the seasonal classification normally work full-time seasonal (May through September) schedules. These employees are supervised by the Pool Manager at the work site.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Background Investigation:**

Fingerprinting is required for persons 18 and older.