



JOB DESCRIPTION

TITLE: Swim Instructor

DEPARTMENT: Healthy Living

STATUS: Part-time, hourly

SUPERVISOR: Aquatics Manager

SUMMARY:

Under the direction of the **Aquatics Manager**, the swim instructor is responsible for planning and teaching private and group swim lessons for members and non-members of the Levin Jewish Community Center. Swim instructors must demonstrate a strong customer skills with a positive, energetic and outgoing personality.

MAJOR DUTIES:

- To lead as a positive example of the Jewish Community Center and as an instructor.
- To treat all children, members, guests, coworkers, lifeguards, etc. with respect. Under no circumstances is disrespect acceptable and immediate action will be in place if done so.
- Able to gather all necessary items before lessons and clean them up afterwards.
- To lock up all swim lessons equipment after every single lesson.
- To give notice to the Aquatics Manager of any absence (especially last minute).
- In the beginning of each summer, absences need to be told upfront of the Aquatics Manager.
- Willing to help with group lessons, camp lessons and private swim lessons.
- Supervise all children in swim lessons.
- Adapts teaching approaches to the age, experience and ability to participants so they can meet course objectives.
- Must teach lessons in the water unless approved by Aquatics Manager.
- Arrive punctually for all lessons.
- Provide motivation, encouragement and positive energy to each student in each lesson.
- Submit proper administrative paperwork for all payroll accurately.
- Keep track of all personal private swim lessons and log hours.

- Require attentiveness to visual and audible cues for recognition and identification of swimmers in distress or in process of unsafe behaviors
- Excellent communication with employees, members, and guests
- Enthusiastic, friendly attitude and professional appearance
- Reliable team player with the ability to work under pressure and multitask
- Notify Aquatics Manager and head lifeguard of any accidents, rescues or problems that have arisen.

REQUIRED QUALIFICATIONS/REQUIREMENTS:

- Must be at least 16 years old.
- Maintain current First Aid, CPR & AED certification.
- Must be a competitive swimmer or familiar with swimming.
- Must be willing to work with all ages of individuals (infants, children and adults).
- Must have an open/flexible schedule.
- Must have an outgoing personality and positive attitude.

PREFERRED EXPERIENCE:

- Water Safety Instructor Certification and/or Lifeguard certification.
- Knowledge of swimming.
- Knowledge of teaching swim lessons.

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