

## **Pool - Swim Instructor Job Description**

### Functions:

Under the direction of the Aquatics Supervisor/Coordinator, the swim instructor is responsible for performing a variety of duties to ensure the success of the swim lesson program.

### Immediate Supervisor:

Responsible to the Aquatics Supervisor/Coordinator.

### Qualifications:

- Must be at least 15 years old.
- Must be CPR/First Aid certified. Training provided.
- Must have good swimming skills.
- Must attend swim lesson certification. Training provided.

### Duties and Responsibilities:

#### *Essential Functions*

- Creates and utilizes a lesson plan.
- Provides accurate demonstrations for the lesson.
- Always maintains a professional manner.
- Is available to parents for questions or concerns. Refers any problems or issues to the Lesson Coordinator.
- Accurately assesses students' progress and abilities.
- Completes all necessary paperwork completely and on time.
- Complies promptly with all requests and directions given by Swim Lesson Coordinator, Aquatic Manager and/or Aquatic/Facility Supervisor. Respects the decisions and authority of supervisors.
- Ensures that all safety measures are observed, including taking care of proper equipment and proper surveillance of program participants.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee manual.
- Attends required trainings and meetings.
- Performs maintenance duties when assigned.
- Performs related duties as required.

#### *Marginal Functions*

- Other duties as assigned.
- Attending all staff meetings.

### Work Hours and Compensation:

The position of Swim Instructor is a part time seasonal position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work no more than 40 hours per week. The hours worked daily will vary. The pay for this position will be \$15-\$16/hour. See a list of benefits [here](https://www.bloomingtondaleparks.org/about-bpd/job-opportunities) (<https://www.bloomingtondaleparks.org/about-bpd/job-opportunities>).

### Environmental Considerations:

Will be required to work during various weather conditions, including hot and cool temperatures.

### Cognitive Considerations:

- Must be knowledgeable about subject matter and constantly strive for improvement.
- Must always use good judgment and be aware of immediate surroundings.
- Must be able to respond to and handle upset patrons in a positive and appropriate manner.

### Psychological Considerations:

- Must collaborate closely with co-workers and the public.
- Experiences ongoing concerns for all safety and liability issues.
- May have to work under stressful situations when First Aid or CPR are required.

### Physiological Considerations:

- May need to respond quickly and accurately in an emergency.
- May be exposed to pool chemicals.