

## **Job Description**

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| <b>Position:</b>             | Swim Instructor   |
| <b>Department:</b>           | Aquatics 15   |
| <b>Immediate Supervisor:</b> | Aquatics Director   |
| <b>Purpose of the Post:</b>  | Teach participants to swim in a fun, safe environment that will cause repeat and new participation in a growing swim program. |

### **Responsibilities:**

- Know CBRC Mission Statement, CBRC Valuable Final Product, and Core Values
- Know the Aquatics Department's Valuable Final Product
- Know and complete **Project Recognition** on a daily basis
- Know and understand conditions and graphs
- Teach and effectively demonstrate the skills of the American Red Cross Swim Program
- Organize class materials and equipment prior to class
- Greet all participants by name
- Begin and end classes on time
- Maintain attention and control of classes at all times
- Keep accurate skill progression records on all participants for parents
- Ensure safety of all participants at all times
- Be innovative in teaching methods
- Maintain inventory of equipment and store properly
- Park in employee parking lot
- Comply with dress code
- Attend all scheduled training sessions
- Attend all scheduled departmental team meetings
- Participate in all In Service Training
- Attend semi-annual all-staff meetings
- Abide by all club/company rules and policies as outlined in employee Manual(s)
- Accept and complete all assignments deemed appropriate by the Aquatics Director

### **Job Qualifications:** Upon hire, the Swim Instructor must possess current certification in:

- American Red Cross Lifeguard Training (recommended)
- American Red Cross Community First Aid and Safety (or equivalent)
- American Red Cross CPR for the Professional Rescuer (or equivalent)
- American Red Cross Water Safety Instructor or equivalent training
- Two years teaching experience or student teach two sessions in our program
- Enjoy working with children and adults
- Display constant positive attitude and patience
- Maintain regular attendance and punctuality
- Good communication and customer service skills

In addition, the ideal candidate will possess some or all of the following skills/attributes:

- Leadership qualities

- Enthusiastic and inspirational
- Ability to work under pressure
- Positive attitude
- Alert and always ready to act
- Healthy and fit
- Reliable, courteous, and mature
- Ability to work with others as a team player
- Promotional skills
- Organizational skills

Valuable Final Product: A safe, clean, fun environment for all to visit on a repeated basis

Statistics to Measure:

1. Number of Swim Lesson Participants
2. Number of Group Classes Taught
3. Number of Full Classes
4. Number of Private Lessons Taught