



Swim Instructor I

Job Description

Effective Date: 11/15/18

Revision: A

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Reports to:

Instructional Program Manager

Compensation:

Hourly

Positions Supervised:

None

Primary Responsibilities:

1. Ensure the safety and supervision of all students in the HCAC Swim School Program.
2. Understand and teach the HCAC Swim School Program.
3. Project a friendly, positive attitude at all times.

Specific Responsibilities:

1. Prepare for the instruction of students so that they will progress through the program to their maximum skill level.
2. Understand and enforce all pool rules with students to ensure their safety during the lesson.
3. Assist in locker room duties until all students have left the locker room and any facility cleaning duties have been finished. (*School Program Only*)
4. Advise the Instructional Program Manager of any health or student safety concerns.
5. Understand Emergency Action Plan (EAP) and take appropriate action as needed.
6. Attend all in-services, staff meetings, or training sessions
7. Support programming by assisting with cleaning and laundry duties, as assigned.
8. Identify facility needs and assist staff and guest in all areas of the facility, as needed.
9. Participate in *Community Swim School Programs* (weekend/evening lessons)

Essential Qualifications:

- Minimum age of 15 years old.
- Demonstrate a mature attitude and judgment.
- Possess an ability to work well with children and adults.
- Effective communication skills
- Understand swimming skills and learning progressions.
- Demonstrate a willingness to take directions or input from others.

Preferred Qualifications:

- Bilingual in Spanish preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All persons interested in teaching swimming should be capable of recognizing and demonstrating all types of swimming strokes and know how to present swimming skills in a logical teaching progression.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require that an instructor is able to teach in the water and from the pool deck as a part of their normal work experience.