



JOB DESCRIPTION

JOB TITLE:	Swim Instructor	FLSA:	Non-Exempt
REPORTS TO:	SLARA Aquatics Manager	DATE:	10/3/2022

SUMMARY:

Conducting safe and effective swim instruction in both group and private settings to participants of varying age and ability according to the curriculum and guidelines set forth by the American Red Cross Learn to Swim program. Position hours are flexible with the opportunity to work Monday evenings, Wednesday evenings, and Saturday mornings; summer hours include Monday-Friday mornings.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provide safe supervision of student(s) in and around a pool environment
- Follow and administer assigned curriculum using approved teaching methods
- Deliver concise verbal communication/direction to swim lesson students
- Maintain paperwork on a daily basis
- Adhere to program standards including safety and cleanliness standards
- Follow policies and procedures, including those related to medical situations and emergencies
- Build rapport and maintain positive relationships with students, parents, and other staff
- Promotes SLARA in the community
- Contributes to the efficiency and effectiveness of SLARA's service to its customers by offering suggestions and participating as an active member of a team
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Other duties as assigned

QUALIFICATIONS and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

- Minimum Age 14
- Work effectively with people of diverse backgrounds, abilities, opinions, and perceptions
- Must maintain an email account that is checked regularly
- Ability to teach a variety of swim related skills (taught on the job)

- Swim experience a plus
- Attention to detail and a high level of accuracy
- Ability to adapt to a constantly changing environment
- Good oral and written communication skills
- Must be able to detect and report property or equipment defects
- Ability to work efficiently and pleasantly with all members of the public and other employees
- Ability to enforce departmental rules and regulations, operating procedures, and policies

Skills in:

- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence, and other written materials.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.

PHYSICAL/MENTAL REQUIREMENTS:

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

Strength to lift and carry up to 30 pounds; vision to read printed materials; and hearing and speech to communicate in person.