

Job Title: Swim Instructor  
Salary Range: \$10.10 - \$12.50  
FLSA: Non-exempt – Part-time

Reports To: Aquatic Director  
Work Location: Newtown Community Center  
Work Schedule: TBD

### **General Function:**

Under the direction of the Aquatic Director, the Swim Lesson Instructor is responsible for providing direct leadership, instruction and motivation as well as assuring the safety, well-being, and enjoyment of swim lesson participants. The Swim Instructor is responsible for teaching swim lessons in accordance with Red Cross guidelines and association policies in line with training. Responsibilities include but are not limited to: sustaining the physical environment of the pool in accordance with NCC guidelines; maintaining constant visual attention to swimmers; demonstrating skills and proper technique, instruct in a professional, courteous manner, monitoring participants progress, as well as embody the

### **Salary and Benefits:**

- Salary Range: \$10.10 - \$12.50 per hour, Non-exempt hourly

### **Essential Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Prepare and conduct lessons in accordance with Red Cross guidelines.
- Maintain proper attendance and skill records; prepare required progress reports as directed, as well as provide participants and their families with recommendations for follow-up lesson placement.
- Practice efficient time management skills in accordance with the assigned schedule.
- Set-up, organize and clean-up all class materials.
- Actively participate in all staff meetings, branch and/or Association events and trainings.

### **Experience, Education, and Qualifications:**

- Must be a minimum of 16 years of age.
- Demonstrated ability to teach and assist in swim activities within a busy pool environment.
- Ability to work well with youth and adults in a largely diverse population.
- Has reliable transportation and arrives 15 minutes before lessons begin to prepare and organize lesson plan.

### **Trainings & Certifications:**

- Must obtain WSI or WSIA Swim Instructor certification within 6 months of hire date.
- Must possess and maintain current Red Cross CPR for the Professional Rescuer and Standard First Aid & Safety or equivalent certification. AED,

**Effect on End Results:**

Swim lessons provide important life skills that could save a life and will benefit students for a lifetime. Instructional program meets or exceeds its financial and enrollment targets.

- Member satisfaction and program quality ratings meet or exceed annual targets.
- All classes are taught according to Red Cross standards.
- All paperwork is accurate and on time (attendance, Certificates etc).
- All certifications are maintained and records submitted.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to be in the water for extended periods of time and pass aquatic proficiency tests. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy pool environment.

**Work Environment:**

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the NCC at all times. The noise level in the work environment is moderate to high.

Other Duties Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.