POSITION SUMMARY

A Swim Lesson Instructor is responsible for teaching swimming skills to both group and private swim lesson participants. Swim Lesson Instructors may teach a wide range of students from infants to adults. All swimming skills taught should reflect the guidelines set forth by the American Red Cross. Swim Lesson Instructors work under the supervision of the Aquatics Supervisor.

The Upper St. Clair Community Recreation Center provides our members and guests with a comprehensive range of recreation services including: fitness programs, swim programs (indoor and outdoor), summer camps, youth programs, older adult programs, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow the American Red Cross Learn to Swim program guidelines.
- Teach swimming and safety skills appropriate for participant’s age and ability.
- Communicates with other swim lesson instructors, lifeguards, or facility staff the need for additional assistance or equipment.
- Educates participants and parents the rules of the facility.
- Informs all participants and parents of progress throughout the session.
- Makes recommendations for future lessons.
- Completes all required records and reports on schedule and submits them to the proper person.
- Attend scheduled in-service training.

QUALIFICATIONS

**Necessary Knowledge, Skills, and Abilities**

- Possess and maintain current (must not be expired) CPR/AED and First Aid Certification.
- Knowledge of the American Red Cross Learn to Swim Program.
- Knowledge of correct stroke technique and appropriate progression.
- Ability to work with different age groups.
- Ability to follow and give oral and written instructions.
- Ability to work flexible hours with evening and weekend work required.
- Ability to appear on time for work and notify the appropriate individual if unable to work.
- Ability to establish and maintain an effective working relationship with other employees and the public.
- Ability to perform the duties of the job for the scheduled workday.
- Ability to perform a variety of tasks simultaneously or in rapid succession.
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to work with minimal daily supervision.

**Education and Experience**

- Candidate must be certified in CPR/AED and First Aid, and age 16 or over. Also, candidate must possess a thorough knowledge of swimming skills and water safety. WSI certification preferred.

**EQUIPMENT USED**

- Standard pool equipment

**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.

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

**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.

SELECTION GUIDELINES

- Formal application, rating of experience; oral interview and reference check; job related tests may be required.

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised/Updated November 2013