

## **Swim Instructor Job Description**

### **SUMMARY:**

Under the direct supervision of the Aquatics Management Team; is responsible for instructing successful Swim Lessons. As a Swim Instructor you should demonstrate patience and enthusiasm and be able to motivate students to accomplish their swimming goals. Ultimately, an exceptional Swim Instructor should be able to communicate effectively with students and ensure that all water safety and rules are adhered to.

Teaching children and adults of all ages and backgrounds to develop advancements in their swimming abilities and techniques. The Swim Instructor's responsibilities include evaluating each student's performance during swim sessions, providing feedback, and improving their swimming abilities to move to the next level of swimming. This position is also responsible for the safety of the participant in each class taught.

### **DUTIES AND RESPONSIBILITIES:**

- Work hours as scheduled which includes beginning and ending class on time; remaining after class to as needed to assist students to parents and clean up supplies.
- Knowledge of your schedule ahead of time, we run our swim sessions for 8-12 weeks. Meaning you will know your work schedule 12 weeks in advance. We require all staff to commit to these set hours for a session to create the best possible swim lesson classes for our participants.
- Effective Communication skills with supervisors, staff and participants.
- Maintains order and discipline in classes to ensure a safe environment and promote a positive learning atmosphere.
- Prevents accidents through enforcements of policies, rules and regulations governing the conduct of patrons using the pool and surrounding area.
- Keeping busy when your students do not arrive to class or you are not needed to teach. This may include general cleaning of the pool area and locker room facilities. (Check with supervisor, there are always tasks needed to be done around the pool)
- Attends mandatory meetings and training sessions as scheduled.
- Represents the Boys and Girls Club of Greater Billerica in a positive, professional manner to the community.
- Provides a positive role model for club members, through conduct, dress, and manners.
- Establish and maintain effective working relationships with those participants and visitors contacted in the course of work.
- Ensuring that the swimming pool and locker rooms are kept clean and tidy.
- Communicates completed skills and other information to pool management in a timely manner.
- Other duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

- Must be 15 years or older with 6 months to 1 year experience directly related to childcare, swimming, teaching in some aspect. **(Recommended)** [*CPR, First Aid and AED Certified; Current certification as Lifeguard by a recognized source of Training.*]
- Possess strong swimming ability, capable of swimming 100 yards freestyle
- Must be able to commit to a consistent schedule for 8-12 weeks at a time.
- Must have experience working with Children in some capacity.

**KNOWLEDGE OF:**

- Sound knowledge of proper swimming techniques and water safety rules.
  - Possess strong swimming abilities.
  - Master identifying incorrect swimming techniques and correcting students accordingly.
  - Instructs, tests, and evaluates students participating in our Boys and Girls Club Swim Lesson program.
  - Assessing the progress of students and adjusting teaching programs accordingly.

**ABILITY TO:**

- Positively interact with the general public.
- Perform work in an efficient, effective, safe, and timely manner.
- Demonstrate skills as required for swim lesson instruction.
- To use teaching aids such as kickboards, barbells, lifejackets, etc
- CPR, first aid and back boarding. (*Subject to Lifeguard certified employees*)
- Be able to adapt to different levels of teaching and teach in multiple locations.
- Ability to be ready at a moment's notice in case of an absence of staff or participant, we may move you to a different class for a day.



**BOYS & GIRLS CLUB**  
OF GREATER BILLERICA

I have read and agree to the expectations set forth in the Swim Instructor Job Description.

Employee Signature \_\_\_\_\_

Date:

Aquatic Director Signature \_\_\_\_\_

Date: