



WEST LAFAYETTE

HOME of PURDUE

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| Job title | <i>Swim Instructor—Group and Private Lessons (Temporary P/T)</i> |
| Reports to | <i>Aquatics Coordinator</i> |

Job purpose

The Swim Instructor is responsible for evaluating each student's performance during swim sessions; providing feedback; completing attendance, progress, and accident reports; ensuring that all swimming aids and equipment is in good working order; and, assisting students with special needs to socialize with other students. Incumbent will demonstrate patience and enthusiasm, motivate students to accomplish their swimming goals, and communicate effectively with students to ensure that they are adhering to all water safety rules.

Duties and responsibilities

- Teaches swimming techniques, swimming strokes, and water-safety rules to students with varying swimming abilities.
- Assists more experienced swimmers to enhance their swimming abilities.
- Assesses the progress of students and adjusts teaching techniques and programs accordingly.
- Monitors students to prevent accidents and injuries.
- Implements rules for each swim session.
- Plans swimming lessons that take into account each student's abilities and progressive development.
- Identifies incorrect swimming techniques and corrects students accordingly.
- Performs all other related duties, as assigned or required.

Qualifications

- Possess current CPR and first aid certifications.
 - American Red Cross (ARC) Water Safety Instructor or Basic Swim Instructor (BSI) certifications are preferred, but not required.
- Possess sound knowledge of proper swimming techniques and water-safety rules.
- Strong swimming abilities.
- Excellent and effective conflict-resolution and communication skills.
- Demonstrate passion and enthusiasm.

Work Schedule

This is a temporary, part-time position. Work schedule will vary with shifts ranging from two (2) to four (4) hours per day. Incumbent will work less than twenty (20) hours each week.

Working conditions

Employee works primarily out of the Wellness Center and work environment may be in various conditions such as wet and/or humid conditions. Employee may be exposed to toxic or caustic chemicals. Noise level in the work environment is moderately loud.

Physical requirements

Employee is frequently required to swim, walk, sit, talk, hear, climb, keep balance, and use their vision. Occasionally required to use hands and fingers to handle, feel, or operate objects, tools or controls, as well as reach with hands and arms. Specific vision abilities required by this job includes close vision, distance vision, and the ability to adjust focus. The employee must occasionally lift and/or move over one hundred (100) pounds.

Direct reports

None.

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| Approved by: | <i>Monica Wontor, HR Manager</i> |
| Date approved: | <i>05/18/2023</i> |
| Reviewed: | <i>06/23/2020; 07/09/2020; 02/24/2021; 05/18/2023</i> |