

Swim Instructor

Description

DEADLINE TO APPLY: Open

SCHEDULE: Part time 5-10 hours per week, generally between 4pm - 8 pm;

NOTE: This is a regular year round part-time position.

JOB SUMMARY:

The position of the Swim Instructor is to provide Members and Guests with a safe and enjoyable aquatic experience. The Swim Instructor is responsible for instructing swim lessons for members and guests in a safe and inviting environment. This individual is also responsible for supporting and enforcing the rules, regulations, and safety of the pool facility within the policies and procedures of YWCA of Lubbock.

ESSENTIAL JOB FUNCTIONS:

- Lead, supervise, and conduct safe and educational swim lessons for Members and Guests.
- Supervise children properly and respond immediately during emergencies.
- Provide safe and inviting environment for all Members/Guests. Greet members and guests by name.
- Monitor Member/Guest activities within the aquatic environment to ensure a safe aquatic environment at all times.
- Obtain and maintain Swim Instructor certification and CPR Certifications by attending continuing education courses to keep skills and knowledge current, pass all certification tests as required.
- Administer aquatic services as set forth by the facility, including scheduling and teaching swim lessons, supervising group activities and helping with other aquatic program activities.
- Conduct oneself at all times in a manner of professionalism that aligns with the values, philosophies and standards of YWCA of Lubbock, this includes, wearing facility approved attire.
- Attend all employee meetings and scheduled in-service training as directed by the Director of Swim Programs and/or Aquatics Director.
- Effectively communicate with children, parents/guardians, and the public. Quickly and efficiently respond to member questions, comments, and concerns.
- Adhere to all written mandatory standards of operation, policies, procedures, manuals, memos, oral instructions, etc. as provided.
- Arrive to work every day, on time, as scheduled.

OTHER JOB FUNCTIONS:

- Ability to work various shifts, including evenings and weekends. The primary hours of a swim instructor include: Monday- Thursday 4-8pm and Saturday 9am -12 pm. These times may vary.
- Provide back-up support to other areas of the Parks and Recreation Department as needed.
- Perform other duties as assigned or directed.

MINIMUM QUALIFICATIONS:

- Must be at least sixteen years of age.
- Some High School or working towards High School Diploma. Some related work experience with pool operations preferred, but not required.
- Must be proficient in basic swimming skills.
- CPR/AED certification required from Red Cross or American Heart Association.
- Ability to demonstrate professional public relations skills, which includes effective interpersonal and communication skills.
- Ability to read and comprehend basic instructions, correspondence, and memos.
- Ability to write basic correspondence.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- No visible tattoos or unnatural hair color. No piercings to be visible during shift.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.
- Regularly required to sit, stand, walk, and reach with hands and arms. Must be able to see, speak, and hear. Regularly required to lift and/or move up to 25 pounds and occasionally required lifting and/or moving up to 50 pounds.
- Mental and Physical Demands described 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 meet these demands.