



Hill Farm Swim Club

Position Description: *Lesson Instructor*

Minimum Requirements: Age 16 or older, positive attitude, self-motivated, and enthusiastic about teaching children of all ages. Lesson instructors are expected to instruct lessons which are held for three-three week morning sessions or two-four week evening lessons. Instructors will be compensated for one half hour per lesson for completion of report cards at the conclusion of each session.

Instructors will be expected to be fully available during the swim/dive lesson time periods. Planned absences must be approved by Pool Manager and are at the discretion of the Pool Manager.

Starting wage is \$8.50 per hour commensurate with experience.

DUTIES AND RESPONSIBILITIES:

1. Perform duties as delegated by Pool Manager or Assistant Manager.
2. Responsible to attend all required staff meetings and in-service trainings.
3. Responsible to keep all certifications current and on file.
4. Responsible to find a qualified substitute in the event a sub is needed.
5. Adhere to the policies set forth in the Hill Farm Swim Club Personnel Handbook.
6. Responsible to contact Pool Manager in the event of a health and/or safety situation.
7. Responsible to project yourself with authority, while maintaining a positive self-image tact and genuine concern for patrons and all staff.
8. Responsible to be on time for scheduled shifts.
9. Ensure student safety, class structure and control at all times.
10. Develop organized, creative, and challenging lessons.
11. Responsible to be attentive and provide detailed feedback of student performance.
12. Demonstrate and explain to students what is expected of them.
13. Responsible to make students feel comfortable, and is helpful, friendly and welcoming to students.
14. Responsible to portray confidence in teaching skills.
15. Responsible to follow Hill Farm Swim Club lesson program guidelines.
16. Responsible to evaluate student performance throughout each session.
17. Responsible to consider various factors (comfort, skills, age, maturity) when deciding whether to promote students.
18. Responsible to be confident and effective when communicating with fellow staff, students, and parents.
19. Responsible to accepting and utilizing constructive criticism.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

- Must be a proficient swimmer.
- Must be able to remain in 81 degree water for long periods of time.
- Must be able to frequently transport up to 20 lbs of equipment around the pool area.
- Must be physically fit to perform all job duties.

EFFECT ON END RESULTS:

- There is evidence of good administrative and program skills, resulting in a competent rating, as determined through performance reviews.
- Hill Farm Swim Club will run effectively and efficiently and be a safe environment for all.
- Customer satisfaction is rated high as determined by written and or verbal comments and program evaluations.

ACKNOWLEDGMENTS:

The above position description is not intended to be an exhaustive list of duties. Other duties may be assigned, requested, or directed beyond the specific duties listed in this position description.

I have read and understand the responsibilities and requirements in this position description.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____