JOB DESCRIPTION

Department Aquatics
Location Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title Swim Instructor
Classification Hourly/Non-exempt
Pay Range $12.00/hr. - $18.00/hr.   PT1218

Job Summary

The Swim Instructor position is a part-time position that reports to the Aquatics Coordinator. In the absence of the Aquatics Coordinator, direction may also come from the Aquatics Management team or the Manager on Duty (MOD). The primary purpose of the Swim Instructor position is to instruct safe and effective swim classes with the goal of member/guest satisfaction and retention. The primary responsibilities are to ensure proper instruction is being administered by swim instructor staff and to effectively communicate with participants, staff, and management.

Job Duties

- Prepare and instruct class plans using proper form, technique and progression within the parameters of the approved program; conduct safely and with motivation.
- Be knowledgeable of all swim strokes and principles with the ability to educate participants accordingly.
- Monitor participants for appropriate ability and swim levels and adjust teaching to accommodate those levels.
- Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
- Actively monitor swim lessons area prior, during, and after to ensure lessons are being run smoothly, safely, and on time.
- Assist with answering questions, concerns, and comments from program participants, parents/guardians, and the general public.
- Conduct participant evaluations and assist with program surveys.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Aquatics Department.
- Assist with set up and clean up of program areas for each lesson day; responsible for the class area and equipment, ensuring that equipment is kept neatly in proper place, doors locked and any keys returned.
- Maintain clear communication with Aquatics Coordinator with records such as: class attendance, report cards, notes, instructor feedback, etc.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Assist and support other Swim Instructors and Aquatics Coordinator by subbing for classes when needed.
- Promote a safe and clean Aquatic Center area; perform regular checks of pool area for quality and safety, making recommendations to the Aquatics Management team as needed.
- Ensure that program policies, guidelines, and safety procedures are followed.
- Ensure safety of patrons in the facility and be prepared to take charge in an emergency situation if necessary.
- Performs other duties and special assignments as directed within the scope of the Aquatics Department.

Physical Requirements

- Ability to swim.
- Must be able to communicate effectively as this role requires a high degree of interaction and communication.
- Work is performed in an indoor pool environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals.
- Requires long periods of attentiveness, swimming, jumping, diving, standing, sitting, pulling, pushing, reaching, carrying, cleaning, hearing, and moving about pool area, moderate lifting (15-50 lbs.).
- Ability to handle heavy public contact and exposure to stressful and emergency situations.
- Flexible schedule; hours will be set by the Aquatics Management Staff.

Requirements - educational, certifications and experience
- Must be able to attain Swim Instructor Certification through RecPlex.
- American Red Cross Waterpark Certified Lifeguard Certification required within six (6) months of hire date.
- Uniform will be worn at all times while on duty.
- Must have or obtain CPR/AED/First Aid training within three (3) months of hire date.

I have read and understand the job duties and physical requirements of this position.

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Signature   Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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