

Oak Brook Park District Job Description

Job Title: Swim Instructor
Classification: Part Time, Non-Exempt
Department: Aquatics

SUMMARY:

The Family Aquatic Center Swim Instructor position is responsible for performing a variety of duties. Swim instructors are responsible for the fulfillment of an efficient job in these areas; communicating with management and parents, maintaining a safe environment in the pool before, after, and during lessons, reporting any safety violations, coming prepared for lessons and ready to teach. This position may also assist the public and participants in the locker rooms, Aquatic Center, Splash Pad, and slide entrance. Swim Instructors also aid in the cleaning of the pool and surrounding areas, especially before and after swim lessons.

SUPERVISORY:

Swim Lesson Supervisor and Aquatic Supervisor

ESSENTIAL JOB DUTIES:

- Be at work and on time at your assigned swim station and in proper uniform before each lesson begins.
- Be familiar with all course materials and know how to use them to teach effectively.
- Know safety rules to prevent accidents, and ensure safety of students at all times.
- Represent the Oak Brook Park District in a positive and professional manner.
- Explain the importance of water education.
- Encourage students success and enthusiasm
- Manage course and related administrative functions.
- Ensure that course environment, facilities, materials, and equipment are organized and in proper working order to enhance individual/group performance and to minimize distractions during learning progress.
- Evaluate students' progress and correct problems.
- Provide constructive feedback.
- Promote other Aquatic programs.
- Instruct swim classes as scheduled.
- Develop lesson plans for each session.
- Demonstrate each water skills slowly and correctly before students practice skill.
- Enter water if necessary.
- Make sure students receive feedback on their efforts, and offer suggestions for improvement when necessary.
- Organize water activities to keep children active during lessons.
- At the beginning of each session, make sure all equipment is ready and in working order before you teach your class.
- Explain and enforce all safety rules to students.
- Keep all students in class within view.
- Know the emergency procedure to be followed in case of an accident or drowning.
- Other duties as assigned
- Must possess good safety awareness and judgment.

- Perform job in a safe manner and in compliance with the District policies, procedures, work and safety rules, and the employee handbook.
- Performs all other duties as assigned by immediate supervisor.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

MARGINAL FUNCTIONS:

- Assists other recreational areas/programs
- Performs other duties that may result from directives or as a result of working collectively with other members of the staff.

PSYCHOLOGICAL REQUIREMENTS:

- Swim Instructors may be under extra stress on the first and last day of lessons.
- They may have stressful situations when they work with children who have special needs
- Act in a mature, responsible way in all aspects of the job.
- Accept constrictive criticism and/or supervision.
- Must be punctual and dependable.
- Be flexible and adaptable to different situations.
- Must possess ability to work independently.
- Ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.
- Work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff, volunteers and external customers.
- Adhere to district policies concerning appropriate dress, behavior, etc.
- Must possess good safety awareness and judgment.

PHYSICAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting
- May be exposed to high humidity and 86 degrees Fahrenheit temperature.
- May need to respond quickly and accurately.
- May be exposed to pool chemicals.
- May be required to lift items up to 50 pounds

HOURS:

Normal work week hours vary based on availability and need. Lessons take place Monday through Thursday during the mornings, afternoons, and evenings. Weekend lessons are on Saturdays and Sundays from 9am - 12:30pm. It is also the responsibility of the swim instructors to attend all trainings and meetings.

EDUCATION, EXPERIENCE AND TRAINING:

- Be in good physical condition, be dependable, alert, enthusiastic, and be able to deal with persons of all ages in a positive and tactful manner.
- Knowledge of water safety
- Must be 16 years of age or 15 years of age with a work permit
- Water Safety Instructor Certified (preferred)
- Swimming or teaching experience

The Oak Brook Park District is an Equal Opportunity Employer