Atholton Swim Club
6731 Seneca Dr. Columbia MD, 21046

Job Description - Swim Lessons Instructor

RATE OF PAY: $20.00 - 40.00 * SCHEDULED HOURS: 7.5 - 15 hours / week based on availability

POSITION SUMMARY: Responsible for planning, coordinating and teaching learn-to-swim and water safety courses to all levels and abilities based on the American Red Cross Learn To Swim program. Hours may include nights and weekends.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- Responsible for the proper instruction of all swim lesson classes assigned.
- Design and implement appropriate classes for the swimming level being taught.
- Arrive punctually when reporting for duty (no less than 15 minutes prior to the start of class).
- Come prepared to be in the water and organized with a weekly lesson plan for each class.
- Maintain a safe and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Demonstrate appropriate supervision and hands-on support to all participants during lessons.
- Communicate regularly with participants and their parents or Swim Lessons Coordinator, as appropriate, to ensure they are aware of progress.
- Complete records, including American Red Cross Learn To Swim booklets and updating session log of all lessons taught.
- Adhere to the posted job schedule, request any planned time off to Swim Lessons Coordinator at least two weeks in advance, and document hours worked in a timely manner.
- Manage private lessons professionally with clear and prompt communication and reliable lessons that are appropriate for the swimmer’s goals and abilities.
- Enforce and adhere to all policies and procedures.
- Attend all staff meetings and in-service training.
- Act in a professional manner at all times (on and off duty).
- Provide quality customer service.
- Complete additional duties as assigned by Swim Lessons Coordinator or Director.

QUALIFICATIONS:

- Must be at least 16 years old.
- Maintain a current American Red Cross Water Safety Instructor Certification in the Learn-to-Swim program and know how to use course materials effectively.
- Ability to self motivate with little or no supervision.
- Possess knowledge and the ability to demonstrate skills during swim lesson instruction.