

Student Staff Job Description

Position Title: Swim Instructor **Department:** Campus Recreation
Date: 8/15/2020 **Compensation:** \$12.50

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff. Job Announcements and interview questions will be developed from the information in this job description.

Position Summary:

The Swim Instructor position is responsible for planning, coordinating and teaching American Red Cross learn-to-swim and water safety courses. They will provide instruction to youth or adults in group or individual sessions on swimming technique, water safety, and additional aquatic skills. They will assist with aquatic education needs, participant issues and learning situations. Establish and maintain good customer service and provide assistance in a courteous manner at all times.

Specific Duties/ Expectations of the Position:

- Provide a friendly, welcoming, inclusive, and service-oriented environment.
- Create lessons plans appropriate for skill levels of assigned clients.
- Show up to scheduled lessons with enough time to prepare and set up.
- Incorporate pool safety themes into classes.
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Keep the pool and pool deck areas safe and clear of hazards.
- Enforce all facility and program policies and procedures
- Perform facility and miscellaneous duties as assigned

Requirements of the Position (minimum):

- Current certification in American Red Cross (ARC) Water Safety Instructor
- A qualifying student who meets the student employment criteria/hiring process
- Willingness and ability to work early morning, night, weekend, final and break hours
- Adherence of no reading, studying or use of non-CRD electronic devices will be allowed while on duty
- Pass the Campus Recreation aquatic instructor test - applicants must attend and pass this test in order to be considered for a position; test includes a demonstration of all swimming strokes in the learn-to-swim program, teaching methods of those strokes and diving skills

Outcomes of Student Employment:

- Writing skills, Verbal communication, Diversity, Functioning independently, Conflict negotiation, Problem solving, Preparation for employment outside of college, Learn about career options and See connection between work and academics

Working Conditions:

- Ability to lift 45 pounds regularly and 100 to 150 pounds occasionally; ability to walk and stand for extended periods of time
- Physical strength in back, arms and legs to be able to sweep and carry items
- Ability to bend, stoop, kneel, stretch and reach constantly
- Ability to work around water that contains chlorine and chalk (magnesium carbonate)
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information:

- This is a temporary work position. The position is subject to renewal prior to each academic term.
- Campus Recreation is open on some designated official university holidays. Employees are expected to work during holidays, break weeks and special events as scheduled.
- In case of inclement weather when classes are cancelled, employees are expected to report to work as scheduled.
- In-service trainings will occur before and during the term; they are mandatory.