

**Swimming and Diving Instructors:**  
(Hourly Employees)

**Duties and Responsibilities:**

Provide instruction to participants to ensure an excellent swim and dive lesson program based on sound swimming standards and program requirements.

1. Evaluate students participating in swim and dive lessons to ensure learning and progression.
2. Take daily attendance
3. The safety of the participant as they enter the facility, participate in class, and return to their responsible adult.
4. Work hours as scheduled which includes beginning and ending class on time; remaining after class to answer participant and/or parent questions as needed, and clean up supplies.
5. Submit vacation request and absences in a timely manner.
6. Review rosters and attendance, and reports discrepancies to supervisors.
7. Attend meetings and training sessions as scheduled.
8. Act immediately and appropriately to secure safety of patrons in the event of emergency.
9. Present professional appearance and attitude at all times, and maintains a high standard of customer service and integrity.
10. Additional duties, as necessary.

**Qualifications:**

1. Knowledge of all class skill levels and how to effectively teach participants those skills.
2. Ability to demonstrate skills as required for class content and use teaching aids/equipment as necessary.
3. Ability to partner with other instructors and teach independently.
4. Understand child development, learning and education theories and practices.

**Competencies:**

1. Excellent communication skills – able to positively interact and facilitate discussion with parents, instructors and participants
2. Customer focused - participants, parents and peers
3. Energy, enthusiasm and patience
4. Be able to multitask

Supervisor: Swim Lesson Manager