



### Position Summary

The Campus Recreational Sports Swim Instructor position is a key player in introducing swimmers of any ability to the aquatic environment. As a swim instructor, you will be responsible for providing a safe, organized, enjoyable, creative, patient, rich and meaningful learning experience for participants. Swim instructors will directly interact with participants of all ages and provide a high quality learning experience through in – water and on land demonstration, hands on skill technique work, and guided discovery. This position requires the maturity to communicate the mechanics of swimming to toddlers, youth, and adults in a creative and engaging manner.

Swim Instructors are limited to working no more than 29 hours per week for all jobs at Indiana University. Summer Swim Instructors must be able to work weekday mornings and early evenings. This position reports directly to the Assistant Director of Programs, who is supported by the Assistant Director for Aquatics Operations and the Graduate Assistant for Aquatics.

### Specific Responsibilities

- Initiate participant contact within 24 hours of initial lesson assignment via phone or email
- Schedule all lessons, record each lesson on the appropriate tracking sheets in a timely manner, and only conduct lessons already paid for and approved by the Assistant Director of Aquatics.
- Alert lifeguard staff at the start of every lesson to notify them that a lesson will be taking place in their zone of coverage.
- Communicate any lesson cancellations to the participant no less than 12 hrs. prior to the start of the scheduled lesson
- Conduct a pre – lesson consultation with participant to discuss lesson package goals and lesson protocols
- Design lesson plans and skill sequences to achieve participant goals.
- Submit lesson plans to document prep time on a weekly basis
- Clock in 10 mins prior to the start of the lesson to get equipment prepped, reserve pool space and ensure the lesson begins on time.
- Be available 10 mins after each lesson to answer questions and give feedback to participants
- Teach each lesson with in-water skill demonstration, hands on instruction, and be physically fit enough to perform and demonstrate proper diving technique
- Provide participant with specific skills and progressions to work on and practice outside of scheduled lesson times
- Provide specific feedback with every participant after every lesson to review progress
- For all youth lessons, interact with parents after every lesson to review child's progress
- Ensure safety of the participant at all times by not progressing to skills the participant is not prepared for or comfortable learning
- Attend all required meetings and trainings
- Complete incident/accident reports if directly involved

- Adhere to the proper uniform (trunks for men, one piece swim suit for women) and Recreational Sports Rash Guard
- Show respect for all equipment and facility space by keeping lesson equipment organized and neatly stored
- Complete all other duties as assigned by the aquatics professional staff
- Accurately inform participants of all aquatic programming offerings

### **Required Skills/Qualifications**

- Must be 16 years of age at time of hiring
- Must be American Red Cross Water Safety Instructor Certified or willing to become certified within 90 days of hire
- Excellent communication skills with public and staff
- Perform a water skills audition with demonstrated teaching and swimming ability

### **Preferred Skills/Qualifications**

- Minimum of 1 year teaching experience
- American Red Cross Water Safety Instructor certified

### **Benefits of employment with Campus Recreational Sports**

- Outstanding professional development
- Flexible schedule
- Work in a fun, creative, high energy environment
- Paid training

**Starting Pay Rate:** \$12.20/hour (private lesson), \$14.90/hour (group lesson) with potential merit salary increases on a semesterly basis