



# Gordon Jewish Community Center

## Position Description

**Title:** Swim Instructor

**Supervisor:** Asst. Aquatics Director, Aquatics Director

**Department:** Aquatics

**Classification:** Part-Time

**Location:** Gordon JCC, Nashville, TN

**Training:** Required

Experience and/or training and certifications required. Red Cross WSI and lifeguarding certification preferred.

**Summary:** Swim instructor will be responsible for conducting swim lessons for multiple clients of different ages and skill levels, including parent/child lessons, private lessons, group lessons and adult lessons. Swim instructor must be prepared to impart their knowledge of swimming in a friendly, encouraging manner, demonstrating skills as needed, and able to work with students of a wide variety of ages and diversity. Instructors must be mature and work as a team member. Instructors must demonstrate superior customer service, problem solving skills, ability to communicate effectively, show adaptability and flexibility, be dependable, be organized, show initiative and have a quality personality. Must be able to communicate with clients and management staff in a clear and concise manner.

### Qualifications

- Possess an American Red Cross WSI certification and/or have previous experience teaching swim lessons to swimmers of various ages. Current Certification in American Red Cross CPR/AED/First Aid for the Professional Rescuer is required. Red Cross lifeguarding certification highly preferred.
- Ability to work flexible hours with evening, weekend, and holiday work required; ability to appear on time for work; appear to work in professional, approved uniform, looking neat and clean
- Must possess an outgoing personality; treat other with kindness and respect; be courteous and tactful at all times; ability to exercise independent judgement within the limits of the position; ability to make quick decisions and act quickly in rescue situations
- Ability to understand and follow posted rules, procedures and directions. Ability to work independently and as a team member.
- Attention to details; pride in appearance and work place
- Ability to maintain accurate record keeping, such as, time sheets, client records, lessons schedule, etc.
- Ability to pass pre-employment testing that may consist of, but not limited to, a background check, drug screening, and a physical skills evaluation screening.
- Any other duties as assigned by the Aquatics Director, Asst. Aquatics Director, or any other member of the Aquatics and/or JCC leadership team
- Previous experience with swim instruction (and/or coaching) is preferred; however, hardworking, interested candidates could inquire about certification opportunities.
- Access to internet and reliable cell phone is a must for communication with supervisors and clients

### Duties and Responsibilities

- Organize and instruct individual students and small groups in swim lessons and water safety including infant/toddlers (with and without parent), preschoolers and adolescents/adults.
- Ensure lesson objectives adhere to the Gordon JCC Swim Academy philosophy and curriculum as referenced in the instructor manual.

- Educate and enforce safety rules. Strive to prevent accidents and maintain discipline. Administer first aid/CPR in the event of injury. (However, if you are NOT Red Cross lifeguard certified, we will work with candidates to achieve certification)
- Conduct courses in a manner that helps participants stay engaged in the learning process;
- Provide for the health and safety of all course participants;
- Maintain adequate supervision at all times during in-water skill sessions;
- Prepare participants to meet the course objectives;
- Evaluate participants as they perform skills and provide timely, positive and corrective feedback;
- Model appropriate teaching methods and instructor skills;
- Assess learning needs of candidates
- Act as a Swim Academy spokesperson in the local community
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress. Respond in a timely manner to all forms of correspondence from parents, supervisors and staff members.
- Complete records and reports as required.
- Participate in regular in-service training sessions.
- Required attendance to mandatory trainings and in-services
- Assists with various camps and programs as assigned
- Participates in special events as directed by the Aquatics Director
- Keeps supervisor or Aquatics Director informed of any problems arising with members, clients, other staff members, or with the facility

**Proficiency of Equipment:** Instructors must show a proficiency in the use and operation of the following equipment; and any other equipment used at the facility

- Swim equipment, such as, barbells, kick boards, pull buoys, hand paddles, fins, etc
- Any equipment or tool used to help teach swim lessons and promote swimming skills

### Physical Demands

- Instructors must be able to see and hold an image of a student's performance of a stroke in memory in order to provide feedback and correction.
- Instructors must have the physical flexibility required to demonstrate and perform all six of the basic swimming strokes; and must also be able to tread water and float on front and back.
- Instructors must be able to see in bright light. (Instructors must provide their own equipment, i.e. sunglasses, for dealing with glare and bright light conditions.)
- Instructors are expected to be attired appropriately for entering the water as part of their teaching.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls
- Hearing and talking sufficient enough to communicate with members, guests, clients, and staff
- Ability to work in outdoor conditions in and around swimming pools with exposure to sun and chlorinated/chemically treated water.
- Must have ability to perform the duties of a rigorous work schedule, including lifting young children and ability to maneuver 50lbs.
- Must have patience with swimmers of all ages, and be able to stay calm in high stress situations