

## **CONGREGATIONAL SUMMER ASSEMBLY (CSA) SWIM INSTRUCTOR**

**Reports to:** Waterfront Manager

**Supervisory Function:** None

**Purpose:** The Swim Instructor is responsible for providing quality swimming and water safety instruction as well as the minimization of dangers in or near the waterfront area, and preserving the quality of the beach property.

**Job Type:** Seasonal / Part Time 25-30 hours per week during 9-week CSA summer season (mid-June – mid August)

### **Skill and Knowledge Requirements:**

- Current Red Cross Water Safety Instructor Certification (WSI) preferred
- Proven aquatic safety experience
- Ability to work independently and possess energy and enthusiasm
- Ability to interact with the general public in a positive manner
- Ability to demonstrate skills as required for class content through the use of teaching aids, such as kickboards, diving rings, lifejackets
- Ability to adapt teaching approaches to match the experience and abilities of the participants
- Recognize role and responsibilities as part of the overall mission of the CSA by exhibiting a spirit of cooperation, flexibility, and commitment to the team relationship with other CSA staff

### **Essential Functions:**

Participate, as instructed by the Waterfront Manager, in all phases of the CSA approved waterfront program, including:

- Teaching of swimming lessons, using the teaching progression established by the Waterfront Manager
- Ensuring all class students are registered and on the class roster prior to beginning class
- Being on a first-name, personalized basis in meaningful instruction for the duration of the session
- Ensure all proper safety equipment is available and in working order
- Assist in keeping the Crystal Lake beach area free of hazards and debris. Ensure beach cleanliness - sweep sidewalks, trash picked up, beach raked
- Assisting with planning beach activities (e.g.: water carnivals, beach clean ups, etc.)
- Being familiar with and enforcing all waterfront rules, as established by the CSA
- Ensuring the importance of safety in all waterfront activities, whether on the beach or in the water
- Having complete knowledge of the CSA approved Emergency Plan and how to implement it
- Establishing positive public relations with parents/guardians of class students, helping them recognize and understand swimming developments and achievements
- Work to resolve simple public complaints in matters related to swimming instruction and beach rules
- Performs other duties as required by the Waterfront Manager

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, react quickly to emergency situations, perform agile and quick movements and remain alert to dangerous situations while sitting, standing, crawling, climbing or walking for various lengths of time. May require lifting varying weights. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**DISCLAIMER:** The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.