



Jewish Community Center of Greater Albuquerque Swim Instructor

The Swim Instructor under the direct supervision of the Aquatics Director and Group Swim Lessons Coordinator. Serves as a member of the Aquatics Staff with responsibilities that at times extend beyond the limits of his/her specialized functions. HE/SHE works within the framework of the total agency program and objectives to which this program is related. HE/SHE gives specific attention to programming in the Aquatics Department and the safety of the total membership.

The Swim Instructor is responsible for planning, teaching, and coordinating all swim lessons and supporting all areas of the JCC Aquatics program for the entire pool season.

Primary Responsibilities

- Be on time and be ready to start your lessons.
- Dress and appearance are consistent with JCC Aquatic standards including wearing your swimsuit, instructor shirt, sunscreen, and any sun protective clothing.
- Be familiar with Parent and Tot aquatics, Learn-to-Swim levels, Camp aquatics, and Preschool aquatics; and how to use class materials effectively.
- Cover all materials required in a level or program.
- Maintains an understanding in all programs being offered including swim lessons, swim team, JR. Lifeguards, and more.
- Adapt your teaching approaches to age, experience, and ability of the swimmer, so he/she can meet class objectives.
- Communicate regularly with participants and their parents to ensure they are aware of progress.
- Enforce aquatics rules and policies by maintaining constant surveillance of class participants.
- Communicate and enforce all pool policies and rules in a personable and professional manner.
- Make sure the area for class is safe and prepared before conducting the class.
- Maintain and leave the swimming pools in a clean and safe manner.
- Record and Maintain attendance records for private lessons.
- Set up equipment prior to class time and store equipment upon completion of class.
- Assist swimmers on how to use the pool equipment (kickboards, barbells, etc.) in a safe and effective manner.
- Proper radio protocol and response promptly, including radio communication to the front desk, staff-on-duty, and direct supervisors.
- Be always polite and courteous to all members and staff.
- Inform the Aquatics Director of any membership or swimmer concerns regarding the Aquatics Complex policies and procedures.
- Be visible to the members and swimmers. Always make yourself approachable.
- Document any incidents and/or injuries.
- Maintain a clean and tidy workspace.
- Perform other duties as assigned by the Aquatics Director.

Position Requirements

- Must have knowledge and function of swimming and water safety skills.
- Must have knowledge and function of teaching swimming and water safety skills.
- Communication, Leadership, and Public Relation Skills
- Must be physically and mentally able to respond to emergencies.
- Have or obtain a deeper understanding of Customer Service

Required Certification

- American Red Cross First Aid
- American Red Cross CPR/AED for Professional Rescuer

Current Certification Preferred

- American Red Cross Water Safety Instructor
- American Red Cross Lifeguarding
- American Red Cross Water Safety Ambassador

JCC Policy and non-negotiables

- Be on time for your scheduled shift and adhere to the Aquatics and JCC dress code. Be prepared to begin teaching lessons. Show up 15 min prior to your first lesson.
- Have the right attitude. Be courteous to swimmers. Take pride in your job.
- Be professional.
- Clock-in and out using the designated system.
- Be always polite and courteous to all members.
- Make note of any equipment problems.
- Inform the Aquatics Director of any swimmer or membership concerns.

The role of the Swim Instructor is a dynamic one. A swimmer will look to you for guidance and safety standards. Some people have never been to an Aquatics Facility and may feel intimidated. Please be patient and understanding and remember that it is important to demonstrate kindness and consideration to all.

A good Swim Instructor will learn the names of the swimmers in their groups. We cannot remember everyone's name, but you should refer to as many swimmers as possible by name. If our members are not our primary concern, then you are in the wrong field. Treat each member as an individual. Their ideas and concerns are important to us.

I have read and understand the above duties and responsibilities. I agree to comply and follow all the guidelines set by the Aquatics Department and the JCC.