

HIGH 5, INC.

EDUCATION · ATHLETICS · COMMUNITY

Job Title: High 5 Swim Instructor

Department: Aquatics

Position Summary:

The Swim Instructor is responsible for teaching young children through adults how to swim. This role will have knowledge and be able to swim all four of the swimming strokes (Freestyle, breaststroke, butterfly and backstroke). They should be able to use different techniques and approaches to teach the participants how to swim. The Swim Instructor will be responsible for maintaining records for each swim participant, filling out skill sheets and creating certificates for each participant. They should have a plan to keep the children active in the classes making learning fun. This person should have a high level of time management skills, be well organized and can plan without a lot of supervision. This person should be motivated and can think on their feet. Should be able to make decision and answer questions from parents with confidence. This person should be able to execute the vision and mission of the organization.

Duties and Responsibilities:

- Provide excellent service to all students, families, and co-workers
- Create and maintain a welcoming, caring and professional environment for all
- Meet the physical, emotional and educational needs of the children in their care
- Work in a team environment, build and maintain healthy, cooperative relationships
- Communicate positively and effectively with the Lifeguards and Director of Aquatics
- Adhere to all policies and procedures both organizationally and departmentally
- Thorough knowledge and application of teaching swimming and water safety skills
- Knowledge of EAP and role
- Be familiar with High 5's Learn-to-Swim levels, other water safety courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience and ability of participants
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe
- Cover all material required in a level
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Enforce all aquatic facility policies, rules and regulations
- Complete skill sheets, participant certificates, and any reports as assigned
- Participate in regular in-service training sessions
- Be on time and prepared for duties
- Assist in setting up and taking down equipment
- Complete additional duties as assigned by their supervisor

Qualifications:

- Excellent interpersonal, communication and problem-solving skills
- Desire to impact the lives of children
- Ability to teach children and adults
- Satisfactory Criminal Reference Check
- Satisfactory Drug Screening
- First Aid, CPR and AED certified, can be provided by High 5
- WSI a plus but not required
- Lifeguard Certification is a plus but not required

Skills:

- Commitment to High 5's Mission and Core Values
- Highly motivated, enthusiastic, patient, responsible and committed to assisting the program achieve its highest level of performance and impact.
- Ability to work unsupervised
- Ability to communicate at a high level to both children and parents
- Ability to problem solve and critically think through daily situations

Expectations:

- Be accepting of ALL children, parents and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation
- At all times, model, reinforce and abide by the High 5's core values, its policies and procedures
- Build positive, meaningful and caring relationships with parents, children and High 5 staff
- Attend all meetings pertinent to this position
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Oversee and participate in the cleaning and maintaining of facilities, equipment and all areas used
- Follow all scheduled activities
- Wear appropriate staff shirt and clothing at all times
- Report to all scheduled shifts on time
- Be knowledgeable and adhere to all policies and procedures
- Clock in and out consistently and timely
- Keep all required certifications current (First Aid, CPR, AED, Swim Instructor Certification)
- Perform additional tasks as needed or requested
- Assist in set up and break down activities on a daily basis
- Communicate any concerns to the Director of Aquatics

I have reviewed the above job description, and hereby attest that I can meet all requirements outlined. I also acknowledge that the above job description is not all encompassing and HIGH 5 reserves the right to change these duties at any time during my employment.

Employee Signature: _____ Date: _____