



## **Roxbury Tenants of Harvard Association, Inc.**

**Title:** Swim Instructor  
**Department:** P.E./Sports and Aquatics  
**Supervisor:** Director of Physical Education/Sports and Aquatics  
**Status:** Seasonal Fulltime

**Summary:** Under the supervision of the Aquatics Director, the primary function of the Swim Instructor/swim coach is to protect the safety of swimmers in and around your area: (1) by preventing accidents and (2) by responding to an emergency quickly and efficiently to minimize the danger of those involved. This position is responsible for teaching basic swim skills, advanced swim skills, competitive strokes and basic diving, ensuring all patrons register, enforcing pool rules, and help with implementing the branch emergency protocols as needed.

### **Qualifications:**

- American Red Cross (ARC) Swim Instructor or YMCA On the Swim Certification, or a nationally recognized equivalent.
- ARC CPR/AED for the Professional Rescuer, Basic First Aid, and O2 Certifications.
  - Note: CPR/AED for the Professional Rescuer must be renewed annually regardless of expiration date. First Aid and O2 certifications must be renewed every 2 years regardless of expiration.
- ARC Water Safety Instructor (WSI) Certification preferred.
- Previous aquatic experience is preferred.
- Knowledge of and the ability to demonstrate skills in swim lessons instruction.
- Ability to demonstrate skills as required for class content and use teaching aids such as kickboards, diving rings, lifejackets, etc.
- Ability to work independently and have skills in accident prevention, decision making, and rescue to ensure a safe environment for members.
- Develop and foster a family community atmosphere by participating with members in an enthusiastic, courteous, and friendly manner.

### **Responsibilities:**

- Maintain constant surveillance of students.
- Act immediately and appropriately to secure the safety of students and patrons in the event of emergency.
- Provide emergency care and treatment as required until the arrival of emergency medical services. always Present a professional appearance, attitude, and maintain a high standard of customer service.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a clean facility and swimming area, as if ready for inspection.
- Instruct and evaluate students participating in swim lessons and complete course records.
- Responsible for the safety of participants in their own class.



- Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
- Submit completed report cards, skills sheets, and attendance information on time.
- Participate in lifeguard team drills, such as “red ball” drills and “silhouette” drills. Follow the instruction and guidance of Lead Lifeguard.
- All other duties as assigned and appropriate.

#### **Principle Duties:**

- Arrive properly dressed 10 minutes prior to the scheduled time of duty.
- Learn all emergency procedures and familiarize yourself with the first aid/rescue equipment.
- Check the pool area for hazards when you arrive in the pool.
- Enforce all posted and written rules, while explaining the reasons why the rules exist, and the danger involved.
- Make requests and issues of members in a courteous and tactful manner.
- Perform water chemical balance tests and temperature checks prior to and after swimming lessons.
- Know how to use all lifeguarding and first aid equipment, keep it ready, and in good repair.
- Make sure all doors are securely locked when a lifeguard is not on duty, NEVER LEAVE THE POOL UNATTENDED.
- All changes in scheduled hours will be in writing and signed by consenting parties. You are responsible for finding your own coverage or substitute. See supervisor for clarification.
- No reading materials, cell phones, or any other item that could distract you from your guarding responsibility will be permitted on the pool deck. Use of these materials while scanning can result in immediate termination.
- Socialization while scanning is not to be tolerated. Guards are not to congregate on the deck.

#### **Administrative:**

- Ensures all programs are safe, properly staffed and equipped. Ensures that RTH program standards are met, and safety procedures are followed.
- Build and maintain a high standard of customer service and serve as a role model for residents, program participants, staff, and volunteers. Contributes to a positive and safe work environment.
- Attend and participate in staff meetings, as directed.

#### **Ideal Candidate:**

- Models and teaches RTH core values
- Builds relationships and empathetically listens and communicates
- Provides staff with feedback, coaching, guidance, and support
- Demonstrates passion to work with youth, families, volunteers, and staff
- Agrees to a flexible work schedule
- Self-starts; can initiate and carry out diverse duties with minimal supervision



- Enjoys thinking of innovative ideas; creative and resourceful

**Result:**

1. Provide safe, secure, and educational experiences for participants.
2. Impact the overall effectiveness of the department's implementation of the RTH mission.
3. Provide the community with quality services, programs, and leadership in the RTH Community Center.

We understand and mutually accept that the above description represents our agreement as to the job to be performed.

*This job description is not intended to be all-inclusive. It is understood that the employee will also perform other business-related duties, including meetings and training if requested by the immediate supervisor or executive director. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.*

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Employee signature

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Date

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Supervisor signature

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Date