



# Swim Instructor

**Hours vary • \$12.60/hour •**

## DUTIES AND RESPONSIBILITIES

A part-time position with Campus Recreation, swim instructors report to the Aquatics & Safety Coordinator. A swim instructor is responsible for the safety and learning of all students in his/her class.

- Teaches private and group swimming lessons to PSU students, faculty, staff, and alumni and their families.
- Instructors teach American Red Cross learn-to-swim lessons for infants, toddlers and children of all ages in group instruction.
- Instructors teach group adult swim lessons and work with each participant to reach his/her goals.
- Instructors work one-on-one with adults in private lessons to meet agreed upon goals.
- Get out and put away needed equipment for instruction.
- Complete and send in all paperwork for maintaining certifications.
- Complete and keep up-to-date all paperwork for registering lessons, maintaining lesson logs, etc.
- Maintain pool deck, storage and office areas
- Report any unsafe conditions requiring maintenance or attention to Aquatics & Safety Coordinator.
- Attend all required staff meetings and in-service training sessions.
- Other duties as assigned.

## EXPECTATIONS

- Provide outstanding customer service
- Ability to deal with difficult situations well
- Ability to handle merchandise in a trustworthy manner
- Ability to work independently without direct supervision
- Ability to be a leader
- Ability to work with diverse populations
- Provide a safe environment for all patrons

## TYPICAL WORKING HOURS

**The pool is open from 6:10 a.m. to 10:00 p.m. M-Th, 6:10a.m.-9:00 Friday, 8:00a.m.-7:00p.m. on Saturday and 10:00a.m.-9:00p.m. on Sunday. Youth lessons must be scheduled during youth hours; private adult lessons are available during all lap and open rec hours.**

## WORKING CONDITIONS

- Location of work – pool environment
- Type of work – position requires getting in the water, assisting patrons and demonstrating skills. Some lifting may be required.
- Uniform –staff shirt, swim suit, nametag



## MINIMUM QUALIFICATIONS

- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission statement
- Positive attitude
- Possess current certifications in American Red Cross Water Safety Instructor (turn in copies with application)
- Other instructor certifications will be considered for private lesson instruction only.

## PREFERRED QUALIFICATIONS

- Experience working with diverse populations.
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Demonstrated leadership qualities.

## TO APPLY

1. Complete the Campus Rec application and a one page cover letter describing your interest in the open position and any related experience. Application can be found here:  
[http://www.pdx.edu/recreation/sites/www.pdx.edu.recreation/files/CREC\\_Application\\_2011\\_2012%20word%2097-2003\\_1.doc](http://www.pdx.edu/recreation/sites/www.pdx.edu.recreation/files/CREC_Application_2011_2012%20word%2097-2003_1.doc)
  - See <http://www.pdx.edu/careers/writing-cover-letters> for tips on how to write your cover letter.
2. Email application, cover letter, and scanned certifications to [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line Application for *Swim Instructor* – last name.
3. You will receive a confirmation email that we have received your application within one week of receipt.

**DEADLINE FOR SUBMISSION: FRIDAY, FEBUARY 17<sup>TH</sup> at 4:00p.m.**

**\*\*\*MUST BE AVAILABLE FEBUARY 23<sup>RD</sup> AND 24<sup>TH</sup> FOR INTERVIEWS AND MARCH 1<sup>ST</sup> NEW INSTRUCTOR IN-SERVICE. \*\*\***