

CAMPUSREC

Swim Instructor

3 - 15 Hours/Week • \$16.59 - \$19.26 Hour

Start Date: Ongoing

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 their class.

Duties and Responsibilities

- Conduct engaging group and private swim lessons, fostering a safe and positive learning environment.
- Instruct and teach swimming lessons for infants, toddlers, and children of all age groups.
- Instruct and teach adults swim lessons and work with each participant to reach their goals.
- Arrive early to prepare and set up and stay after class to put away equipment.
- Prep lesson plans ahead of time to effectively meet the needs of participants.
- Maintain pool deck, storage and office areas
- Report any unsafe conditions requiring maintenance or attention to the Aquatics & Safety Coordinator.
- Attend all required staff meetings and in-service training sessions.
- **Maintain the safety of swim lesson participants under your direct supervision.**
- Other duties as assigned.

Expectations

- To maintain any valid certifications that are required of your position. (CPR/First Aid, Swim Instructor, Lifeguard)
- Ability to obtain lifeguard certification within 90 days of hire.
- Ability to work without direct supervision
- No cell phone, laptop, or tablet usage while on duty
- Ability to work with diverse populations
- Provide a safe environment for all patrons
- Be able to work weekends
- Ability to deal with difficult situations well
- Maintain professionalism during all shifts
- **Willingness to co teach with an experienced instructor based on department needs**

Typical Working Hours

Swim lessons typically occur weekdays between 7am - 9am, 10am - 1pm and weekends between 8am-12pm. Subject to change based on needs of the department.

Campus Rec | 210 ASRC - 1800 SW Sixth Avenue | Portland, OR 97201
www.pdx.edu/recreation

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Working Conditions

- Location of work – pool environment. Pool water is 78-80 degrees year-round.
- **Lifeguards are always present during swim lesson instruction**
- 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 PSU credits for undergraduates, 5 PSU credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Positive attitude
- Ability to respond to emergency situations
- Good communication skills
- Ability to work with people
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Basic swim experience**
- **Must have swim lesson or teaching experience, have completed an in-house swim lesson training, or possess a nationally recognized swim lessons certification.**
- American Red Cross Lifeguard certification as well as obtain BBP and O2 certifications within 90 days of hire.
- **Must successfully complete a background check**

Preferred Qualifications

- Experience working with diverse populations.
- **Experience teaching swimming lessons or have completed in-house swim lesson training/certifications**
- Strong interpersonal and communication skills.
- Demonstrated positive customer service.
- Demonstrated leadership qualities.

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Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crecjobs@pdx.edu AND Aquatics email at aquatics@pdx.edu with the subject line stating "Swim Instructor, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Continuous