

TIMPANY CENTER



**SAN JOSÉ STATE
UNIVERSITY**



Position:	Swim Instructor
Department:	Timpany Center
Immediate Supervisor:	Swim Lesson Lead and/or Aquatics Director
Posting Date:	Open
Closing Date:	Open
Salary:	Starting at \$13.50/hour
Exempt Status:	Non-Exempt
Appointment:	Position is renewable each year dependent on funding

TIMPANY CENTER'S MISSION STATEMENT

To provide, through multi-agency involvement and San José State University student service learning, inclusive aquatic and land-based activities that target the promotion of physical health and wellness in individuals with disabilities, obesity, and/or advanced age from the greater Santa Clara County community.

GENERAL NATURE OF POSITION:

- Teaching swim lessons to children and adults of all levels of ability

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Swim Instructor's main responsibility is to ensure the safe, appropriate instruction of the participants within the classes that they instruct:

- Effectively manage and deliver instruction per program guidelines within each level/class being taught. See program level descriptions, evaluation forms, and lesson plans.
- Adhere to and enforce all the policies and procedures set forth in the *Swim Instructor & other pertinent manuals*.
 - Complete all necessary planning and paperwork inherent to the class including lesson plans, student certs., etc.
 - Be available as needed to discuss the participant's course evaluation with the parents/guardians and/or participants.
 - Appropriately manage class participants and parents/guardians.
 - Respond swiftly and effectively in emergency situations (if certified and trained).
 - Punctually meet all scheduled class times, fully prepared to teach.
 - Attend all staff and evaluation meetings as requested.
 - Perform other job related tasks as assigned.

INTERPERSONAL CONTACTS

- Reports directly to the Swim Lesson Lead and/or Supervisor
- Interacts with Timpany Center staff, including but not limited to, lifeguards, swim lesson instructors and leads, aqua fitness instructors, reception staff, interns, managers, and directors.
- Maintains appropriate interaction with all members, clients, and contracted users.

QUALIFICATIONS

1. EDUCATION AND EXPERIENCE

- a. Current or previous student in physical education, kinesiology, therapeutic recreation, or similar field.

2. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- a. American Red Cross Certifications
 - i. Lifeguarding (Preferred)
 - ii. First Aid/CPR/AED (Required)
 - iii. Administering Emergency Oxygen (Preferred)
 - iv. Blood-borne Pathogen Training (Preferred)
- b. Maintain an appropriate level of fitness in order to competently perform all job related tasks

3. ENVIRONMENTAL CONDITIONS

- a. The swim instructor will be required to work in our indoor heated pool.

4. COMPLEXITY OF DUTIES

- a. Have the strength and maturity to handle varying degrees of communication from extremely opinionated members including criticism, questions, and operational oriented ideas/concerns
- b. Be sensitive toward and have the maturity to work with individuals who have special needs including: Obesity, disabilities, and advanced age.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

SUPERVISORY RESPONSIBILITIES:

None.

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department's website: <http://www.sjsufoundation.org/pdf/Employment%20Application%20Form.pdf>

Please send all completed materials to:

Timpany Center
Attn: Program & Operations Director
730 Empey Way
San Jose, CA 95128
timpanycenter@gmail.com

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