



**Position Title:** Swim Instructor (with WSI)  
**Department / Location:** Recreation Department  
**Job Classification:** Part-Time  
**Reports to:** Recreation Program Coordinator  
**Supervises:** N/A

**Position Summary:** The Swim Instructor is responsible for the swimming instruction as assigned in the aquatics program according to current American Red Cross methods and Wauwatosa Recreation Department standards. A successful candidate will possess a high degree of patience, dependability and a strong commitment to communication with Recreation Program Coordinator and pool participants.

**Qualifications:**

- Must possess current Red Cross Water Safety Instructor certification
- Must possess current Red Cross Lifeguarding certification if between age 16 and 18, Wisconsin State Law).

**Essential Job Functions:**

- Instructor must report 15 minutes prior to the start of the class and must start and end classes at their scheduled times.
- Instructor is to take attendance at each class and keep accurate class lists with current student phone numbers readily available during instruction in case of an emergency.
- Inform Supervisor if a swimmer is in the wrong class or not on your attendance list.
- Follow recommended procedures for conducting swimming lessons including (warm-up/ review of previous skills, especially critical skills/introduction of new skill/incorporate skills/end activity). Spend appropriate amounts of time on activities; this includes demonstrating and assisting in the water. The instructor should spend most of class in the water for Level 1 through 2 and at least half of each class in the water for Level 3 through 4 and in the water demonstrating for all other levels.
- Submit completed skills check-off sheet to Aquatic Assistant or Supervisor to maintain Water Safety Instructor certification. Make sure to mark Pass/Fail next to student name and reason(s) for failing if necessary. Fill out Red Cross cards for students when necessary and if available. Also responsible for distributing mid-term reports, progress reports and other pertinent materials to parents and students.
- In case of emergency absence from an assignment, an instructor must obtain an appropriate substitute from the list provided by their supervisor. Instructors must inform their supervisor in advance in case of absence and provide a lesson plan and class list for the Substitute Instructor.
- Enforce pool, locker room, lobby and hallway rules, regulations and safety procedures
- Maintain order in the pool and adjacent areas including equipment closet.
- Attend staff meetings and in-services when they are scheduled.
- Maintain positive public relations with participants, parents, and other patrons of the pool or program.