Job Description

Title: I Can Swim Instructor

I.   **General Responsibilities**

This position is responsible for maintaining a safe and educational environment for the aquatic portion of the Community Aquatic and Recreation Complex (CARC) at Garrett College (GC). The I Can Swim instructor will be prepared, timely, knowledgeable, and adhere to safety requirements.

II.   **Position Reports to**

1. Coordinator of Programming - CARC (CP)

III.   **Responsibilities**

1. Teach Kindergarteners about swimming and water safety to promote and create a safe swimming environment.
2. Enforce pool rules regularly, fairly, and effectively.
3. Learn and teach all parts of the I Can Swim program including classroom video segments, stories, and booklet work as well as in water skills sessions.
4. Assist teachers and classroom aids with changing the kids before and after each pool session.
5. Record student progress on Red Cross Level Checklist sheets.
6. Set up and tear down classroom each day of the program.
7. Other duties as assigned.

IV.   **Other Responsibilities**

1. Assists other staff for the purpose of ensuring an efficient and effective work environment.
2. Attends Instructor meetings to plan for the I Can Swim semester.

V.   **Skills and Knowledge**

Must have classroom management skills, and able to adapt to wet and dry classrooms. Instructors should be able to accommodate various learning styles, learning disabilities, and behavioral disorders. Must be knowledgeable about swim instruction, aquatic safety, and the Red Cross Learn-to-Swim program, level 1.

VI.   Qualifications

1. 18 years of age
2. Experience in the classroom preferred
3. Experience in swimming preferred

VII.   Work Requirements

The I Can Swim program takes place during the school day. Employees must be able to work 9:00 am-2:00 pm Monday through Thursday. The work day is fast paced with two in water sessions per day in a 90 degree indoor pool. Personal protective equipment, and two uniform tee shirts will be provided and required.