



## Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

# Student Employee Job Description

**Position:** Swim Instructor

**Principle Function:** Swim Instructors are responsible for water safety and general swim instruction to a variety of ages and skill levels.

### Job Duties and Responsibilities:

- Instruct basic safety, survival, and swimming skills to help patrons gain water competency at the Lee Hall Pool.
- Instruct on basic level swim skills and instruct on the various swim strokes.
- Educate users about safety, enforce rules and regulations.
- Inspect the facility on a daily schedule and report unsafe conditions and equipment to Supervisor.
- Recognize and respond effectively to emergencies.
- Enforce all designated policies and procedures in a consistent manner.
- Provide a welcoming environment to participants and their families.
- Complete assigned documentation.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

### Qualifications:

- Must be a current SUNY Oswego student at time of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Previous swim instruction experience and/or American Red Cross Basic Swim Instructor or Water Safety Instructor Certification.
- Must possess strong interpersonal and customer service skills.
- Must be respectable, responsible, and dependable.

### Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is \$20/hour.
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- All required certifications must be current.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).