

Texas State University-San Marcos  
Department of Campus Recreation  
**Swim Instructor**

**Supervisor:** Assistant Director of Aquatics & Safety

**Job Description:** Responsible for planning, coordinating and teaching learn-to-swim and water safety courses

**Qualifications:**

- Currently certified as an American Red Cross Water Safety Instructor or equivalent certification
- Experience in teaching swim lessons is preferred

**Knowledge and Skills:**

- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership and public relations skills
- Communication and decision-making skills

**Job Specifics:**

- Teach and instruct swim lesson patron(s) and assist them in achieving their swimming goals.
- Provide customer service for all pool users at the Aqua Sports Center and natatorium.
- Perform cleaning tasks on a weekly basis within the facility.
- Be proficient in handling emergency situations.
- Attend in service trainings.
- Be familiar with American Red Cross Learn-to-Swim levels and other Red Cross water safety courses and know how to use course materials effectively.
- Adapt your teaching approaches to the age, experience and ability of participants so they can meet course objectives.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe.
- Cover all material required in a level.
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress.
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans.
- Enforce all aquatic facility policies, rules and regulations.
- Complete records and reports.
- Provide input on any aspect of the Aquatics and Safety Program and perform additional tasks as required in the daily operation.

**Scheduling:**

- Private Swim lessons-Scheduling will depend on the availability of :
  - The pools
  - Swim instructor
  - Student(s)
- Group Swim lessons-instructor will be required to attend swim class sessions as assigned.

**Evaluation:**

- Assist in the evaluation of swim lesson programs and maintenance of lesson equipment and supplies.
- Will complete a self evaluation in coordination with the Assistant Director of Aquatics and Safety each semester. Participants will also be allowed to fill out evaluations after every session.

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.