



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Part-time / Regular	
Position Title: Swim Instructor	FLSA Status: Hourly / Non-exempt	
School/Department: ZCHS Aquatic Center	FTE: 0	No. of Pays: 26
Reports To: Aquatic Director		

POSITION SUMMARY: Under direct supervision of Aquatic Director, the Swim Instructor will provide individual or group swim lessons to both children and adult participants. This position will be responsible for coordinating and teaching beginner, intermediate and advanced level swim courses.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to swim, sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee is exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud while on the pool deck and in the pool.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Adapt teaching approaches to the age, experience and ability of participants so they can meet course objectives.
2. Provide for the health and safety of all participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe.
3. Cover all required material in specific beginner, intermediate or advanced swim level.
4. Communicate effectively and regularly with participants and their parents, as appropriate, to ensure they are aware of progress.
5. Understand, utilize and follow facility Emergency Action Plan in case of emergency situation.
6. Attend periodic in-service meetings regarding pool operations and procedures.
7. Follow and enforce all facility policies, rules and regulations as posted.
8. Complete accurate and timely records of swim instruction on time sheets and accept payment in accordance with standard Aquatic Center practices.
9. Be on time for scheduled lessons, per the online Swim Lesson scheduling.

General Functions:

1. Communicate professionally and effectively with all employees and patrons of the facility.
2. Assist with maintaining an organized and safe facility environment.
3. Other duties as assigned by the Aquatic Director or Pool Manager on duty.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Advanced knowledge and application of swimming, swim instruction, and water safety skills. Excellent communication skills and an understanding of facility rules, policies and procedures.

Education: None

Experience: 0-2 years combined experience with swim instruction and/or working in aquatics facility preferred.

Certificate/License: None

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____