



SPRING LAKE PUBLIC SCHOOLS

JOB DESCRIPTION

Position Title: Swim Lesson Instructor – Group & Private
Department: Spring Lake Fitness & Aquatic Center
Starting Pay: \$19.00/hour: Starting Rate based on certification and experience
Reports To: Assistant Director of SL Fitness & Aquatic Center
Date: June 2026

OVERVIEW

Responsible for planning, coordinating, and teaching private and group swim lessons in a safe, positive, and engaging environment. Opportunities for cross-training in other departments or additional work hours may be available.

ESSENTIAL FUNCTIONS

- Maintain a safe and positive learning environment for all participants.
- Communicate with parents/guardians about progress and needs.
- Adapt instructional methods to meet the age, skill level, and individual needs of participants.
- Enforce all facility policies, procedures, and safety regulations.
- Maintain knowledge of FAC programs and services to effectively answer participant and member questions.
- Assist with emergency response procedures in accordance with training and certification level.
- Attend monthly lifeguard in-services and other required trainings.
- Perform additional duties as assigned by the Assistant Director or Director.

WORK SCHEDULE

- Flexible scheduling based on program needs and seasonal offerings.
- Standard group lesson shifts are typically 3 hours in length.
- Schedules for small group and private (1-on-1) lessons are developed on a seasonal basis.
- The FAC operates swim lesson programs during three seasons each year: Fall, Spring, and Summer.

QUALIFICATIONS AND EXPERIENCE

- Must be at least 15 years old.
- Previous experience teaching swim lessons preferred.
- Current Lifeguarding certification required, or willingness to obtain within 3 months of hire (training provided).
- Current American Red Cross Water Safety Instructor (WSI) certification or equivalent preferred (training not provided).
- Strong communication and customer service skills, and the ability to work effectively with children, parents, and staff.