



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/15
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Swimming Instructor

JOB SUMMARY

Performs responsible guidance in the instruction of swimming classes. Responsible for marshalling the swimming patrons and guests and for swimming instruction. Work is performed under defined supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Swimming Pool Manager

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Monitors swimming area assuring a safe environment.
- Disciplines patrons when necessary.
- Instructs classes in water safety and swimming techniques.
- Performs rescue procedures when necessary.

ADDITIONAL DUTIES

- Assists in the cleaning of filters, trash receptacles, gutters, and swimming pool.
- Works special events as scheduled.
- Performs other duties as requested.

EDUCATION

High school diploma and/or equivalent preferred. Nationally recognized CPR, First Aid, AED, Lifeguard, and Water Safety Instructor certifications required.

EXPERIENCE

Some experience as a lifeguard and/or swimming instructor.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to perform related instruction for a period of at least one hour.
- Working knowledge of safe acceptable exercise.
- Ability to establish and maintain effective working relationships.
- Ability to lift and carry approximately 25 pounds.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to operate a personal computer and other office equipment, including university software and email.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must have the ability to lift and carry approximately 75 pounds in the progress of a rescue and push, pull or drag approximately 30 pounds during rescues and while cleaning the pool and surroundings.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoor/outdoor settings. The noise level in the work environment is moderate to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.