

JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT

TITLE: Swim Lesson Instructor
DEPARTMENT: Recreation (Lions Park Pool)
STATUS: Part Time (Seasonal)

PREPARED BY: Nicole Interrante
DATE: 12/01/2025

JOB SUMMARY:

Under the supervision of the Swim Lesson Coordinator and the Aquatic Management Staff, the Swim Lesson Instructor is responsible for the overall instruction and safety of the participants in swimming at the appropriate level. This position is also responsible for attending all pre-season in-services, meetings, preparing for classes, interacting with the public, parents and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be knowledgeable and understand the Park District's policies and procedures and ensure that they are adhered to all times.
- Act in mature, responsible way in all aspects of the job.
- Attend staff orientation and all pre-season training as directed in addition to mid-season training.
- Always watch participants. Never turn back on the class or leave the pool until all participants have exited.
- Follow the block plan guidelines for skill progression for the class level/s assigned.
- Be prepared and have a plan to keep participants busy for the full lesson.
- Keep careful watch of your class before, during and after class.
- Teach the required skills properly and enthusiastically.
- Aid in set up of needed equipment before swim lessons.
- Secure any equipment needed for lesson and have ready before class begins.
- Start class on time, by calling class 2 minutes prior to actual start of class.
- Accept full responsibility for at least 3 children at a time in your class.
- Complete a report card for each student at the end of the session.
- Complete all paper work neatly and on time that is asked for by the Coordinator.
- Maintain a running evaluation on each student throughout the session, including attendance.
- Must comply with the Park District's Dress Code by coming to work in clean, presentable clothing and/or uniform. Must wear navy blue suit while on duty.
- Enforce all swimming pool rules and regulations.
- Communicate respectfully and politely with the parents of the students.
- Aid in cleaning the facility when needed, and at the end of swim lessons.
- Attend all scheduled in-service trainings and meetings. If unable to attend, must make up the missing information and activities with the swim lesson coordinator.
- Be able to work all days of the scheduled sessions.
- Swim Lesson Coordinator and/or Aquatic Manager is available if additional assistance is needed.
- Find an approved substitute if absent.
- Walk the children to their parents after each lesson to ensure they are with them.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- The District encourages its employees to "take ownership" of the District. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the District.

- Complete any other tasks as assigned by Swim Lesson Coordinator or Aquatic Management.
- Assist with special events, if needed.

HOURS:

The Swim Lesson Instructor will work a varied schedule depending on enrollment and assignments including Monday-Friday from 8:30-11:30am and on Saturday mornings during the months of June, July and August. Weekly hours range from 12-20 hours. No employee will be allowed to work over 40 hours per week without Aquatic Supervisor's approval.

QUALIFICATIONS:

- Must be minimum of 15 years of age or older as of May 1st of current year. Staff 15 years old at beginning of training must secure a work permit from high school.
- Must possess the skills needed to effectively instruct students in the proper swimming methods.
- Preferred to be at all Saturday Swim Lessons.
- Be in good physical condition; be dependable, alert and enthusiastic.
- Exhibits a friendly and pleasant attitude conducive to working with the public of all ages.
- Communicate verbally with the public of all ages.
- Ability to work independently.
- Desire to work with children.

SAFETY RESPONSIBILITIES:

- Be exceptionally watchful of swimmers underwater always.
- Never look away from or turn your back on your assigned children always.
- Do not converse with patrons unless it relates to the job at hand and do it without taking eyes off the pool/children.
- Be on time to work.
- Never leave your assigned children or let them swim out of your reach.
- When advancing children, make sure the new instructor knows the child's name and any fears or special needs they may have.
- Actively support the safety program that will effectively control and reduce accidents.
- No jewelry or watches are to be worn while on duty.
- Promptly report to Swim Lesson Coordinator participants who are having trouble grasping basics skills of the lesson program.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Preferred to obtain CPR and First Aid Training Certification, or provide a copy of current certifications that don't expire before the ending date of the Lions Park Pool season.
- Promptly report to the Superintendent of Recreation, Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.
- A Criminal Background Check will be conducted on each employee before hiring is finalized.

IMMEDIATE SUPERVISORS:

Swim Lesson Coordinator and Superintendent of Recreation.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy and the Lions Park Pool Aquatic Staff Manual.

PSYCHOLOGICAL CONSIDERATIONS:

- Position will call for person to work in high humidity and diverse weather conditions.
- Position requires quick and accurate response to emergencies.
- Position requires dealing with demands from several parents or swimmers at once.

PHYSIOLOGICAL CONSIDERATIONS:

- Must be able to lift to 50 lbs.
- While performing the duties of this job, some bending, kneeling and reaching may be required.
- Able to swim and enter the pool at any given time.
- Able to be in the water for extended amount of time.
- Strong voice to be heard over pool noise.

ENVIRONMENTAL CONSIDERATIONS:

- Worker performs most activities outdoors in an aquatic setting. Worker will be exposed to weather conditions throughout the summer.
- Pool facility floors may be slippery.

COGNITIVE CONSIDERATIONS:

Worker must be able to respond to emergency situations in the correct manner, understanding procedures and personnel policies. Worker must also be able to demonstrate and perform proper leadership, instructional, and communication skills.