



## **Job description**

**POSITION TITLE:** Swim Instructor

**SUPERVISOR:** Program Director

**HOURS:** Flexible hours

**LOCATION:** Chicago Heights Rec Center

### **ABOUT CHPD:**

Chicago Heights Park District provides quality recreation programs, facilities, and parks that meet leisure needs and improve the quality of life for Chicago Heights residents. We promote and maintain community partnerships, and intergovernmental and corporate relationships while providing quality employment opportunities at the Chicago Heights Park District.

### **POSITION SUMMARY:**

The swim instructor teaches classes for youth, adults, and seniors in swimming and water safety rules for various abilities. The instructor will teach proper swimming techniques and help advanced swimmers enhance their swimming abilities. The instructor may also be required to teach other classes referring to swim fitness, such as Aquatics, Senior Swim, etc.

### **ESSENTIAL DUTIES:**

- Plans, develops, supervises, and evaluates youth and adult swim classes.
- Teaches swimming lessons for infants, toddlers, youth, and adults.
- Adapts lessons considering participants' abilities and skill development, possibly including special needs participants.
- Evaluates participant performance with proper swimming strokes and provide constructive feedback.
- Teaches and demonstrates the use of swimming equipment such as flippers, float devices, and kickboards.
- Organizes and secures equipment after use.
- Ensures that all swimming equipment is in good condition.
- Provides leadership, instruction, and motivation while teaching.
- Performs lifeguard duties during swim classes and open swim.
- Builds effective and authentic relationships with members.
- Motivates participants in working toward their swim goals.

- Maintains current knowledge and awareness of principles, practices, regulations, and procedures of the Parks and Recreation Department; maintains an awareness of new trends and advances in the profession.
- Monitors participants to ensure the prevention of accidents and injuries, Implementing ground rules while in the swimming classes.
- Adheres to all city Safety Policies and Procedures of the Park District; utilizes precaution with safety equipment and monitors work environment to ensure the safety of participants.
- Presents a positive attitude and always promotes a favorable image for the CHPD.
- Fosters open communication with parents and participants as the liaison for the Park District.
- Performs other related duties as assigned.

### **POSITION QUALIFICATIONS:**

- Must have a high school diploma or equivalent.
- Experience as a swimming instructor or lifeguard.
- Excellent swimming ability.
- Energetic and positive attitude.
- Certification in CPR, Safety Instruction First Aid, Red Cross Water Safety Instruction, and Lifeguard.
- Knowledge of proper swimming techniques and water safety.
- Effective communication skills be able to break down skills for learners to comprehend.
- Must be flexible to work an inconsistent schedule involving mornings, afternoons, evenings, and weekends.
- Possess a combination of education, training, and experience which provides the prerequisite knowledge, skills, and abilities for this job.
- Must be able to lift equipment and small children.

The Chicago Heights Park District is an Equal Opportunity Employer.

Job Type: Part-time

Pay: \$20.00 per hour

COVID-19 considerations:

Masks Optional

**To Apply**, e-mail Wanda Rodgers at: [wrodgers-spruell@chparkdistrict.net](mailto:wrodgers-spruell@chparkdistrict.net)