



## Instructor/Coach

Reports to: Director of Programs and Partnerships and Aquatic Manager

### **POSITION SUMMARY:**

Under the direct supervision of the Director of Programs and Partnerships and the Aquatic Manager you will share responsibility for the development, promotion, and implementation of aquatic programs; in particular, programs for which you are a certified instructor. Severna Park Community Center expects their employees to conduct themselves in a friendly, helpful, and professional manner at all times. It is crucial that you make the facility and its programs an enjoyable experience for all patron.

### **JOB REQUIREMENTS AND DUTIES:**

#### **DECISION MAKING AND JUDGMENT**

- Comply with Severna Park Community Center policies and guidelines
- Considerable judgment and resourcefulness required
- May need to provide bystander aid with emergency situations and rescues

#### **ADMINISTRATIVE**

- Prepare appropriate lesson plans and/or exercise workouts
- Ensure a safe, clean area for all class participants and facility patrons
- Responsible for applicable class records including, but not limited to, sign in sheets, course record sheets, participation certificates, skill check lists, and swim meet sheets
- Responsible for notifying the Director of Programs and Partnerships and the Aquatic Manager when class supplies are low
- Responsible for notifying the Director of Programs and Partnerships and the Aquatic Manager about needed equipment repairs or replacement
- Attend and actively participate in scheduled meetings
- Help distribute program information and brochures
- Communicate concerns to Director of Programs and Partnerships and the Aquatic Manager

#### **PHYSICAL AND MENTAL REQUIREMENTS**

- Must be motivated and able to implement oral and written instructions
- Must be able to teach according to class guidelines and program certifications
- Must be able to communicate respectfully and effectively with superiors, co-workers, members, parents, and children
- Provide, support and enhance positive member experience through professional, friendly and pleasant communication
- Must be mentally prepared to aid, as a bystander, emergency situations and rescues
- Consistently display a positive, professional, outgoing, and friendly attitude
- Promote a positive and respectful work environment
- Consistently promote Severna Park Community Centers mission and vision

### **QUALIFICATIONS:**

#### **KNOWLEDGE AND SKILLS**

- Must be 16 years old
- Appropriate certifications such as WSI, AAI, AEA, ASCA, USA Swim Membership, or related experience with the intention to obtain certification if necessary
- CPR for the Professional Rescuer, AED HUMAN RELATION SKILLS
- Willingness to project the Severna Park Community Center image by personal adherence to all policies
- Demonstrate the ability to interpret and administer all policies