

# SEVERNA PARK COMMUNITY CENTER

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Gather. Play. Grow. Thrive.

Instructor and/or Coach Job Description

\$17-\$30/hour

Reports to: Director of Programs and Partnerships and Assistant Pool Manager

## **POSITION SUMMARY:**

Under the direct supervision of the Director of Programs and Partnerships and the Manager of Aquatics and Fitness 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 it's 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 Manager of Aquatics and Fitness when class supplies are low
- Responsible for notifying the Director of Programs and Partnerships and the Manager of Aquatics and Fitness 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 Manager of Aquatics and Fitness

### **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, AAAI, 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