



401 Devils Lane · P.O. Box 99  
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www.bigfootrecreation.org

**Job Description:**

**Assistant Swim Instructor**

**Employee Name:** \_\_\_\_\_

PURPOSE: Under the direct supervision of the lead Swim Instructor, the Assistant Swim Instructor is responsible for providing/aiding in instructional swim lessons for infants, preschool, youth and/or adult participants.

Primary Responsibilities

1. Assist in designing and planning swim lesson curriculums for all levels and populations
2. Assist in preparing progressive lesson plans to enhance the experience of program participants
3. Enforce aquatic rules and policies by maintaining constant surveillance of class participants
4. Assist in recording and maintaining attendance records
5. Set up facility or equipment, store equipment, and secure facility upon completion of class
6. Perform other duties as assigned.

Position Requirements

1. 16+ years old
2. Have some experience in aiding in swim lessons
3. Must be proficient in swimming and safety skills
4. Must be mentally capable to handle dangerous situations in order to assure the safety of all swimmers
5. Must be physically and mentally able to respond to emergencies and administer CPR and First Aid effectively
6. Physical mobility to properly use aquatic equipment to rescue a 200lbs. person is essential

Certifications Required

1. No certifications are required although should be working toward CPR/First Aid certification, Lifeguard certification and/or Water Safety Instructor certification.

Position Overview

The position is responsible to the Lead Swim Instructor for providing safe, instructional swim lessons using the American Red Cross's Learn to Swim program. Classes of 6 to 9 students are co-taught with the Lead Swim Instructor. Class participants age range between Parent-Tot classes through youth up to 12 year olds.

Class dates are Sunday, Tuesday and Thursdays typically from 4:00 pm – 7:00 pm. Lessons are typically 40 minutes in length with a 10 minute break between class levels. The instructor will be in and out of the water throughout the class time.

Classes utilize indoor pools at the Abbey Resort in Fontana, WI.

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*My son/daughter has permission to be employed by Big Foot Recreation as an Assistant Swim Instructor*

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_