



THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

Swim Instructor/Pool Attendant I

Job Description

Recommended Qualifications: (Certifications)

- ✓ Life guarding and/or Basic Lifeguard Certificate
- ✓ American Red Cross or American Heart Association CPR (Adult, Infant, Child)

Highly Desired Qualifications/Experiences: (Current or Previous)

- ❖ Experience working with people of all ages.
- ❖ Experience teaching swimming lessons, pool supervision and or general pool maintenance.
- ❖ Experience in an organized swim program or swim team
- ❖ Experience creating and implementing lesson plans
- ❖ Knowledge of operating basic pool maintenance and water safety equipment
- ❖ Ability to enforce rules
- ❖ Standard First Aid

Specific Responsibilities for Swimming Instructor Position:

1. Begin all classes on time, record attendance and have a detailed lesson plan.
2. Provide a quality lesson in an enjoyable atmosphere.
3. Instructors **must be** in the water at all times.
4. Communicate in a positive manner with reinforced feedback to participants and parents/guardians.
5. Communicate with the Aquatic Coordinator or Head instructor at all times to ensure that a positive atmosphere is experienced by all.
6. Use sound judgment, courtesy, and professionalism at all times.
When in doubt, ask the Aquatic Coordinator for appropriate action/assistance.
7. Prepare a class certificate to give to each child at completion of session.

Specific Responsibilities for Pool Attendant Position:

1. Check pool area for hazards by completing the pool safety checklist.
2. Report, document, and remedy all unsafe situations found.
3. Pick up and dispose of **all** trash from the pool deck.
4. Straighten all deck furniture; morning, noon, and evening.
5. Keep all pool storage areas neat and clean.
6. Record your work hour details on your time sheet.
7. Return any lost and found equipment to the front desk area and record it in the lost and found book.
8. Perform all daily, weekly/monthly pool maintenance tasks as detailed on the maintenance check list.
9. Maintain awareness of pool users and their actions. If needed, politely educate members of pool rules and policies.
10. Perform other tasks related to the aquatic program in various capacities such as typing, posting promotional material, maintenance and other duties as assigned.

Salary: \$7.15 - \$8.00 an hour
Start Date: June 1, 2009
End Date: August 9, 2009
Work Schedule: Varies, 8am-12noon, 12-5pm, 5-10pm, Weekends