



THE UNIVERSITY *of* TEXAS
HEALTH SCIENCE CENTER AT HOUSTON

Swim Instructor/Pool Attendant II Job Description

Recommended Qualifications: (Certifications)

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

Highly Desired Qualifications/Experiences: (Previous or Current)

- ❖ Two or more years of experience teaching swimming lessons and or pool supervision
- ❖ One or more years experience working with people of all ages.
- ❖ One or more years related to pool supervision, life guarding and or pool maintenance.
- ❖ One or more years creating and implementing lesson plans
- ❖ Standard First Aid

Specific Responsibilities for Swimming Instructor Position:

1. Begin all classes on time and have a detailed lesson plan. Record class attendance daily.
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: \$8.00 to \$10.50 an hour

Start Date: June 1, 2009

End Date: August 9, 2009

Work Schedule: Varies, 8am-12noon, 12-5pm, 5-10pm, Weekends