

The Southern Baptist Theological Seminary

Position Description

Position Title: Swim Instructor/Childcare Worker

Department: Health and Recreation

Position Code: F0435

Date Prepared: 6/28/12

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Swim Instructor/Childcare Worker teaches swimming lessons during the group swimming lessons, as well as guiding and caring for the children in other childcare programs.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Teach various ages and levels swimming techniques
- Instruct patrons in proper performance of the activities to minimize health risks and maximize performance
- Explain and enforce Health and Recreation Center policies and procedures when necessary
- Attend program meetings and in-services as scheduled
- Learn appropriate techniques in education, recreation, health, fitness, and safety for infants, toddlers, preschoolers, and school-aged children
- Plan and administer activities for children involved in the childcare program per the directories of the Childcare Coordinator
- Maintain a safe and healthy environment in compliance with legal obligations required for working with children
- Work assigned shifts
- Attend monthly general staff meetings
- Attend meetings called by the Childcare Coordinator

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a minimum of a high school diploma.

EXPERIENCE:

The person in this position should have experience teaching swim lessons and working with children.

SUPERVISION:

The person in this position will supervise children involved in swim lessons and the childcare program.

The person in this position will report to the Childcare Coordinator/Student Associate for Children's Programming and the Director of Health and Recreation.

WORK ENVIRONMENT:

The person in this position will work in a noisy environment. This person will also be spending a significant amount of time in the HRC pool. It will require intermittently sitting, standing or stooping while typically standing or walking. It may require lifting light objects (less than 25 lbs).

EQUIPMENT:

The person in this position will use the following equipment: Various aquatic equipment and childcare equipment.