Job Description for Swim Instructor

Reports to: Executive Director Classification: Seasonal

Role:
The Swim Instructor for the iCan Swim camp is responsible for the coordination and delivery of a safe and successful swim program. In addition to oversight of the program, the Swim Instructor is one of two field staff primarily responsible for each assigned program, communicating with the host Camp/Program Director and Shine management to prepare for and ensure delivery of a high-quality, successful program.

Major Duties and Responsibilities:
- Responsible for communications with host Program Director, coordinating all information regarding the swim program
- Provides information to parents of swimmers both during the Parent & Volunteer Orientation as well as throughout the program week
- Trains and manages volunteers during each program day
- Responsible for behavior management of swimmers, to include analysis of paperwork supplied by parents, observation of swimmers, creating and executing an accommodation plan for each swimmer, training and coaching volunteers, and direct interaction with swimmers and their parents
- A thorough knowledge of the program is required to deliver documented protocol, but the Swim Instructor must be open to ongoing learning and adapting to the needs of swimmers
- Responsible for maintaining personal physical fitness to enable working with each swimmer, with a maximum of 30 swimmers per camp
- Excellent communication skills are required for interaction with host staff, parents, swimmers, volunteers, iCS staff, media representatives and other attendees at camp
- Responsible for the safety of swimmers and volunteers requiring careful observation at all times and coordination with the facility partners
- Responsible for accurate, complete and timely data collection and reporting for each program

- Determines equipment needs and changes as well as interventions to ensure each swimmer's success

Expectations:

1. Represent the organization in a professional manner at all times in adherence with the iCan Shine Core Values
2. Communicate regularly with the assigned Shine team member as well as the Executive Director
3. Hold all swimmer related information in strict confidence
4. Participate in annual staff training prior to the summer season and additional training as determined by the Executive Director

Required knowledge & skills:

Experience: Experience working with individuals with disabilities is preferred
Experience working with children is required
Experience with or knowledge of sports or recreation programs is preferred
Experience teaching swim lessons is preferred, however iCan Shine will reimburse Swim Instructor for proper certifications

Age: Minimum age is 21

Interpersonal skills: Professionalism, courtesy and integrity are essential elements of the job. The work involves extensive personal contact with others in a fast-paced setting. Problems encountered may be of a unique nature requiring creative, quick, and diplomatic solutions. iCS staff is largely unsupervised on the road. Staff must be able to self-monitor and self-manage their job responsibilities. Travel with one other staff for one week at a time, likely working with multiple staff during the summer. Must be able to communicate effectively and maintain a professional one-on-one working relationship with all individuals.

Physical fitness: This position requires a moderate level of physically fitness as the camp day is typically 8 hours with an hour break for lunch. Most of the camp day is spent in the pool with volunteers and swimmers.