



COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title:	Swim Instructor		
Department:	Athletics and Physical Education	Salary:	\$30-\$54/hour
Location:	Dodge Fitness Center	Supervisor:	Director of Fitness and Wellness

Job Description

Essential Duties and Responsibilities

- Instruct and evaluate patrons participating in swim lessons.
- Enforce all facility policies, rules and regulations.
- Work hours as scheduled which includes beginning and ending lessons on time; remaining after lessons to communicate progress to parents as needed, and clean up supplies.
- Minimize and eliminate hazardous situations.
- Recognize and respond effectively to emergencies.
- Continue to uphold and maintain a positive image of the Physical Education and Recreation Program.
- Complete injury reports immediately following an injury.
- Complete appropriate records, reports, and timesheets.
- Attend mandatory meetings and training session as scheduled.
- Maintain a high standard of customer care and communication.
- Ability to arrive on time, dress in appropriate attire (athletic swimwear).
- Complete duties as assigned by the supervisor as directed.

Required Qualifications

- Currently enrolled Columbia University Student.
- Knowledge of and the ability to demonstrate skills in swim lesson instruction.
- Ability to demonstrate skills as required for class content and use teaching aids such as kickboards, diving rings, lifejackets, etc.
- Must positively and constructively interact with participants.

Preferred Qualifications

- Experience on a swim team or in an aquatic work environment.
- Flexible work hours.
- Water Safety Instructor or other swim instructor certification.
- Willingness to provide excellent customer service and communication.
- Ability to communicate positively and effectively with participants.