



DATE: May 9, 2011  
JOB TITLE: Swim Instructor  
DEPARTMENT: Aquatics  
STATUS: Part-Time, 10 hrs/wk  
COMPENSATION: \$11.00 - \$11.75/hr

TO APPLY: Obtain applications from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: [www.oregonjcc.org](http://www.oregonjcc.org). **A signed, completed application is required; submission of a resume is optional and does not replace the required application form. You must also include photocopies of current American Red Cross Water Safety Instructor certification.** Please return your application materials to the attention of the MJCC Human Resources Office at the address noted above.

The MJCC conducts open, continuous recruitment for swim instructor positions. Applications received are maintained on file for four months. MJCC is an Equal Opportunity Employer.

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## INTRODUCTION

The Swim Instructor is responsible to provide group and individual swim instruction in the MJCC 25-yard pool and aquatic therapy pool. This position ensures safety by enforcing all rules, regulations, and policies. The Swim Instructor is responsible to rescue or aid in rescuing any swimmer who is in need of help, and to administer first-aid as necessary.

**QUALIFICATIONS** Any combination of experience and training is qualifying that demonstrates the ability to perform the duties of the position. This would typically include:

- American Red Cross certifications in Lifeguard Training, CPR/AED for the Professional Rescuer, First Aid, and Water Safety Instructor.
- Incumbents must be age 16 or older.

**Knowledge:** Knowledge of common techniques and practices used in swim instruction; demonstrable knowledge of rescue techniques, rescue equipment, safety, CPR, and First Aid, as applicable to pool emergencies. General knowledge of pool operations. Knowledge of MJCC emergency procedures.

**Skill:** Skill in the use of rescue and emergency equipment. Skill in the use of therapy pool lift.

**Ability:** Ability to effectively motivate and teach; ability to remain alert and watchful through entire shift; ability to effectively enforce MJCC rules and policies as well as all applicable state regulations; ability to project a positive, professional image; ability to provide excellent customer service; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to question/concerns from students and the public; ability to work independently and make

decisions within scope of position; ability to be punctual and work a flexible schedule as needed.

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Duties are performed in a warm, humid pool environment that can be noisy and filled with people. Duties require strong ability to remain alert and watchful. Duties require the ability to swim and move quickly and decisively in emergency situations, this includes a full range of motion, and normal-range acuity in vision and hearing.

Incumbents must wear staff shirt and black shorts at all times while on duty.

**TYPICAL EXAMPLES OF WORK** (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Provide swim lessons for students of all ages; ensure that lessons are appropriate to the age and developmental levels of students. Provide instruction with a focus on safety and enjoyment to improve the student's stroke, breathing, and endurance.
2. Maintain visual and auditory contact with students at all times. In emergency situations, intervene quickly and decisively in accordance with American Red Cross standards and MJCC policy.
3. Maintain records associated with the work; ensure that payment has been properly processed prior to the lesson.
4. Enforce pool rules and policies. Refer ongoing issues to the Head Guard or Aquatic Coordinator.

## ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, MJCC requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

## MISSION

Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.