The Ohio State University

POSITION DESCRIPTION

Name: Position #: 00105349 (Active)
Employee ID: Jobcode/Classification: 7968 Student Assistant
Effective Date: 3/2/2017 Working Title: Learn To Swim Stu Instructor

Class Indicator: Student
Salary Admin Plan/Range: STD / 01
FLSA Status: Nonexempt
Senior A & P: No
Reg/Temp/Term: Temporary
Full-Time/Part-Time: Part-Time
Appointment Length: 52/52 Weeks

College/VP Office: Office of Student Affairs
Department: D4560 Rec Sports Admin
Position Organization: 45647 Buckeye Aquatics Academy

Position Status: Approved
Status Date: 8/11/2014
Headcount: 30
Target/Hiring Range: $8.15 to $13.00 per hour
Long Term Closure Code: Standby
Short Term Closure Code: Standby
Standard Hours: 20

1) Reports to Position #: 00098391
Working Title: Coord-Safety Programming
2) Reports to Position #: 
Working Title: 

Detailed Job Description:

The Learn to Swim Instructor will be responsible for the instruction of the American Red Cross Learn to Swim program designed to teach youth and adults swimming skills. The Learn to Swim Instructor will ensure adherence to all American Red Cross Instructor guidelines, while also maintaining and ensuring the safety of all training participants by inspecting activity space for hazards and reporting those hazards. When necessary, the Learn to Swim Instructor will adjust programs accordingly to ensure participants’ safety. The Learn to Swim Instructor will develop safe and age appropriate lessons for instructional programs. This position will also conduct lessons in instructional programs, at times with a co-instructor. This position will be responsible for managing participant behavior in accordance with program guidelines. The Learn to Swim Instructor will also have administrative duties such as the submitting program paperwork in a timely manner and maintaining attendance sheets. The Learn to Swim Instructor will be expected to serve as a role model for all program area staff and work with the entire Department to keep facilities clean, including picking up trash and putting equipment away. Similarly, this position will need to maintain all equipment used in the lessons and when necessary, will request supplies and equipment for programs. The Learn to Swim Instructor will also assist with strategic planning for the program and attend regular staff training sessions and meetings. This position will also maintain excellent customer service with all program participants and Department of Recreational Sports customers. Learn to Swim instructors are strongly encouraged to participate in university leadership organizations such as SAC, Recreational Sports Student Professional Development Association.

Duties Description:

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<thead>
<tr>
<th>Duty Pct</th>
<th>Duty Description</th>
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<tbody>
<tr>
<td>60</td>
<td>Instruct American Red Cross Learn to swim Course and Instructional Programs safety trainings; Adhere to American Red Cross Instructor guidelines; Develop safe and age appropriate lessons. Ensure the safety of participants; Properly care for and maintain course materials; Inspects activity space for hazards and reports those hazards and adjusts programs accordingly;</td>
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<td>30</td>
<td>Demonstrates advanced competence in work area, equipment maintenance, and program leadership; Requests equipment and supplies for the program; Maintains excellent customer service with all program and Department of Recreational Sports customers; Maintains and submits program paperwork in a timely manner.</td>
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<td>10</td>
<td>Assists with strategic planning for the program; Attended regularly scheduled staff in-service training sessions and staff meetings; Cross promotes all programs to customers; Follows department policies and procedures.</td>
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</table>
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- Supervises: 0 Mgrs/Dirs
- Supervisors: 0
- Non-Supervisory Prof Staff: 0
- Support Staff: 0
- Students: 0

Minimum Education Requirement:  HS Graduate or Equivalent
#1 Major:  #2 Major:

Additional Education Desired:  
#1 Major:  #2 Major:

Experience:

Required: Must attend and successfully complete the First Aid and CPR certification training by the end of the first semester of employment. Must sign Standards of Behavior, complete yearly Minors Training based on current Minors Policy. Requires BCI Background Check.

I have reviewed these job duties (Staff Member) Date

Supervisor/Manager Date

Unit Coordinator/HRP Date

Office of Human Resources Approval Date