

**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	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	8/11/2014
FLSA Status:	Nonexempt	Headcount:	30
Senior A & P:	No	Target/Hiring Range:	\$8.15 to \$13.00 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	20

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00098391
Department:	D4560 Rec Sports Admin	Working Title:	Coord-Safety Programming
Position Organization:	45647 Buckeye Aquatics Academy	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:

Duty Pct	Duty Description
60	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;
30	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.
10	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.

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Supervises:	0 Mgrs/Dirs 0 Supervisors	0 Non-Supervisory Prof Staff 0 Support Staff	0 Students
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Minimum Education Requirement:	HS Graduate or Equivalent	
	#1 Major:	#2 Major:

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

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I have reviewed these job duties (Staff Member) Date

\_\_\_\_\_  
Supervisor/Manager Date

\_\_\_\_\_  
Unit Coordinator/HRP Date

\_\_\_\_\_  
Office of Human Resources Approval Date