

BOYS AND GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

TITLE: Project Bind Swim Instructor
DEPARTMENT: Project Bind
REPORTS TO: Director of Behavioral Health Services
FLSA STATUS: Non-Exempt/Hourly

JOB SUMMARY/PRIMARY FUNCTION:

The Boys and Girls Club of Dorchester is seeking experienced Swim Lesson Instructors to join our team of diverse aquatics professionals to help with our Project Bind Program.

KEY ROLES: *(Essential Job Responsibilities)*

- Teach the fundamentals of swimming in a positive environment and to provide instruction and guidance during lessons.
- Maintain supervision of the participants at all times.
- Assist in set up and cleanup of all lessons
- Assist with the set-up of the pool for training sessions.
- Be enthusiastic and have fun!
- Additional duties as assigned.

SKILLS/REQUIREMENTS:

- Knowledge of all swimming strokes (freestyle, backstroke, breaststroke, butterfly, elementary backstroke, and side stroke)
- Past experience instructing within the aquatics setting is desired, but not necessary with past swimming experience.
- Must be enthusiastic, hardworking and be able to work with members of all ages. Must have a background in 1-2 years of working with youth.
- Those with the ARC WSI certification highly encouraged to apply.
- Ability to teach skills in a creative manner
- Excellent communication and problem-solving skills.
- Ability to adapt instruction to meet the needs of all swimmers.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information; supervise and support subordinate staff; seek input from all program staff. Has regular contact with members as needed to discipline, advise, and counsel.

External: Maintains contact with community groups, schools, youth serving organizations, parents and families and outside services to assist in resolving problems and to publicize the Club.

Waiver:

I have read, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and that it does not, nor is it intended to, outline all of the specifics of the responsibilities which I will be expected to perform.

Employee's Name (Print): _____

Employee's Signature: _____ **Date:** _____



Colonel Daniel Marr Boys & Girls Clubhouse 35 Deer Street
Paul R. McLaughlin Youth Center 1135 Dorchester Avenue
Walter Denney Youth Center Harbor Point 270 Mount Vernon Street

