

**REHABILITATION INSTITUTE OF SOUTHERN CALIFORNIA  
POSITION DESCRIPTION**

**PROGRAM:** Aquatics

**POSITION TITLE:** Adaptive Swim Instructor

**FUNCTIONS AND GENERAL SCOPE OF THE POSITION:** Is responsible for the instruction of swim lessons, aquatics classes and the general safety of all program participants. Provide adaptive swim lessons to persons with neurological or physical disabilities.

**WORK PERFORMED:** Duties include but are not limited to:

- Ensures every participant the highest quality of service;
- Ensures the safety of all clients enrolled in all programs (adults, children, participants with special needs, private and group lessons);
- Assist the Director of Aquatics with the implementation of new and existing programs;
- Assist with the training of new swim instructors when indicated;
- Instruct group and private swim lessons;
- Conduct exercise classes as needed;
- Administrative duties as related to swim instruction;
- Answering phones and providing general information pertaining to all programs to prospective clients;
- Assist with the program set-up and clean up;
- Flexible hours preferred;
- Other duties as assigned.

**EQUIPMENT USED:**

- Computer
- Telephone and answering machine
- Pool lift
- Aquatics pool equipment
- Adaptive equipment for the use with persons with special needs

**POSITION QUALIFICATIONS:**

- One year or more of recent, continuous experience related to swim instruction is desired;
- Previous swim team member or lifeguard experience can be considered for swim instruction experience;
- Experience with the special needs population is recommended.
- Certifications required include:
  - Standard or Advanced First Aid
  - CPR for Adults, Children and Infants;
- Desirable certifications include:
  - Water Safety Instructor (WSI);
  - Lifeguard Training (LGT)

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Ability to perform all job functions and duties;
- Must have the ability to speak and understand English proficiently in order to communicate with the dominant language of the clients;
- Must have excellent verbal and written communication skills in order to communicate effectively with staff, clients and families;
- Must have the ability to swim all of the competitive strokes and teach swim lessons in either an individual or group setting;
- Interact effectively with persons from birth to older adult;
- Provide visual supervision and exercise all precautions to ensure the safety and welfare of clients and staff.

- Adapt communications, exercise movements and swim instruction to accommodate physical and cognitive limitations of clients;
- Consistent attendance and the ability to report to work on time.

**PHYSICAL REQUIREMENTS:**

- Ability to walk, bend, stoop, reach, push, pull, twist, and teach on land and in the water on a daily basis;
- Work in an office environment which may require twisting and reaching for files, supplies and equipment;
- Lift up to 50 pounds;
- Provide visual skills acceptable for providing supervision of the pool and all clients in and around the pool area;
- Ability to operate the hydraulic pool lift;
- Ability to perform pool rescues;
- Ability to enter and exit the pool; and
- Ability to swim, teach water exercise classes and teach swim lessons independently.

**METHOD OF PAY:** Hourly, **NON-EXEMPT**

**HOURS OF WORK:** Part-time

**LOCATION:** Orange Campus