

Job Title: Swim Instructor
Department: Campus Recreation
Reports to: Coordinator, Aquatics
Compensation: \$15.00/hour



Summary:

The primary responsibility of a swim instructor is to teach private and semi-private swim lessons for the greater Wake Forest community. Swim instructors develop and implement individualized lessons and training plans that reflect the needs of the participant(s).

Acquired Knowledge, Skills & Experience:

At the conclusion of this position, a Swim Instructor should demonstrate the following competencies:

- **Leadership** -Ability to design, organize, and implement individualized training plans that motivate clients and provide high quality engaging instruction.
- **Communication** - Ability to serve as the primary point of contact for the Wake Forest community and build professional relationships with participants.
- **Professionalism** - Demonstrating promptness, managing safety risks, maintaining client records, and representing the mission and values of Campus Recreation

Essential Functions:

- Teach a minimum of 4 private or semi-private lessons in each block session each semester (flexible if also a lifeguard)
- Serve as the main point of contact for clients
- Engage the client in realistic and individualized goal setting
- Conduct lessons that are organized, fun, and offer quality instruction
- Create and implement individualized lesson plans for each client
- Complete and submit all records and reports for each client and lesson
- Attend required in-services and meetings
- Develop professional relationships with participants, co-workers, clients and pool patrons
- Be prompt having equipment and lesson plans ready before a participant arrives
- Inspect and report any unsafe conditions or equipment
- Understand and enforce Campus Recreation policies and procedures

Minimum Qualifications:

- American Red Cross Lifeguard Certification and/or American Red Cross Water Safety Instructor Certification (or ability to obtain within one month of hire)
OR
Ability to complete American Red Cross Safety Training for Swim Coaches course within one month of hire
- Background in swimming and intermediate to advanced swimming knowledge

Preferred Qualifications:

- American Red Cross Water Safety Instructor Certification
- American Red Cross Water Safety Instructor Trainer Certification
- Previous experience teaching swim lessons

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by the employee's supervisor.

Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.

Revised 6/5/26, BW