



COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

Job Title:	Swim Instructor		
Department:	Athletics and Physical Education	Salary: \$30/hr	Category: Student Casual
Location:	Dodge Fitness Center	Supervisor:	Director of Fitness and Wellness

Job Description

Essential Duties and Responsibilities

- Instruct and evaluate patrons participating in swim lessons.
- Enforce all facility policies, rules and regulations.
- Work hours as scheduled which includes beginning and ending lessons on time; remaining after lessons to communicate progress to parents as needed, and clean up supplies.
- Minimize and eliminate hazardous situations.
- Recognize and respond effectively to emergencies.
- Continue to uphold and maintain a positive image of the Physical Education and Recreation Program.
- Report injuries immediately to Building Manager.
- Complete appropriate records, reports, and documentation of lessons conducted.
- Attend mandatory meetings and training sessions as scheduled.
- Maintain a high standard of customer care, especially clarity and promptness of communication.
- Ability to arrive on time, fully prepared, and dressed in appropriate attire (athletic swimwear).
- Complete duties as assigned by the supervisor.

Required Qualifications

- Current Columbia University Student.
- Knowledge of and ability to demonstrate skills as required for class content and use teaching aids such as kickboards, diving rings, lifejackets, etc.
- Must positively and constructively interact with participants and provide excellent customer service.
- Current CPR/AED certification.

Preferred Qualifications

- Experience on a swim team or in an aquatic work environment.
- Flexible work hours.
- Water Safety Instructor or other swim instructor certification.
- Experience instructing children and beginner swimmers.