

**BGSU Recreation and Wellness  
Student Employment Position Description**

**Job Title:** Learn-to-Swim Instructor

- A. Main Purpose of the job:** Serve as an instructor in the Learn to Swim Program and provide a quality, fun, and effective learning environment for the participants.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Enforce all rules and regulations.
  2. Maintain daily records and facility checks.
  3. Provide first aid in emergency situations.
  4. Assist patrons.
  5. Clean aquatic areas as assigned.
  6. Maintain open communication with professional and graduate assistant Aquatic staff members.
  7. Promote the mission of Recreation and Wellness.
- C. Additional duties (tasks performed occasionally):**
1. Attend regularly scheduled meetings throughout the year.
  2. Maintain positive relations and rapport with patrons.
  3. Strong written and verbal communication skills.
  4. Provide excellent customer service.
  5. May be required to work special events outside regular operation hours.
  6. All other duties assigned by your supervisor.
- D. Basic Qualifications:**
1. Must hold the American Red Cross Water Safety Instructor Certification or equivalent.
  2. Complete the BGSU's Bloodborne Pathogen and Preventing Sexual Harassment training.
  3. Ability to work in a diverse recreational program and possess the skills to teach all age groups and all skill levels.