

# San José State University Research Foundation

## **Position: Swim Lesson Instructor**

DEPARTMENT:	Timpany Center
IMMEDIATE SUPERVISOR:	Aquatics Lead
POSTING DATE:	October 29, 2021
CLOSING DATE:	Until Filled
SALARY:	\$16.00 – 18.00 per hour
EXEMPT STATUS:	Part-Time (50%), Hourly, 20 hours per week during school semester, up to 40 hours per week during intersession if needed, Mandatory Benefits Only, afternoon and evening shifts available

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### GENERAL NATURE OF POSITION

Timpany Center swim instructors are responsible for providing a safe environment for individuals with disabilities, obesity, and/or advanced age in or around the pool and locker rooms. Additionally, swim instructors will help to create a hospitality environment and to be highly focused on providing superior customer service to the Timpany Center's members and guests.

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### ESSENTIAL DUTIES & RESPONSIBILITIES

A swim instructor's main responsibility is to ensure the safe, appropriate instruction of the participants within the classes that they instruct:

- 1) Effectively manage and deliver instruction per program guidelines within each level/class being taught. See program level descriptions, evaluation forms, and lesson plans.
- 2) Adhere to and enforce all the policies and procedures set forth in the swim instructor & other pertinent manuals.
- 3) Complete all necessary planning and paperwork inherent to the class including lesson plans, student certifications, etc.
- 4) Be available as needed to discuss the participant's course evaluation with the parents/guardians and/or participants.
- 5) Appropriately manage class participants and parents/guardians.
- 6) Respond swiftly and effectively in emergency situations (if certified and trained).
- 7) Punctually meet all scheduled class times, fully prepares to teach.

- 8) Attend all staff and evaluation meetings.
  - 9) Perform other job related tasks as assigned.
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## INTERPERSONAL CONTACTS

- Reports directly to the aquatics lead.
  - Interacts with Timpany Center staff, including but not limited to, lifeguards, swim lesson instructors, aquatic and land fitness instructors, reception staff, interns, volunteers, managers, and directors.
  - Maintains appropriate interaction with all members, clients, and contracted users.
  - Final disposition of all situations involving aquatic related situations rests with the director(s) of the Timpany Center.
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## SUPERVISORY RESPONSIBILITIES

No supervisory responsibilities.

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## QUALIFICATIONS

### Education and Experience

- High school diploma or equivalent.
- Current or previous student in physical education, kinesiology, therapeutic recreation, or similar field.
- Minimum of 6 months of related work experience.
- American Red Cross CPR and First Aid for the Professional Rescuer, or equivalent.

### Knowledge, Skills, Abilities Required

- Knowledge and ability to evaluate water conditions to determine any potential dangers or hazards.
- Knowledge of on-site protocols, operational procedures, and safety policies.
- Swimming proficiency.
- The physical environment requires the employee to work inside in warm, wet conditions.
- Must be available to work some evening and weekend hours.
- Must be able to lift, maneuver, and manipulate members in the event of an emergency.

### Physical Requirements

- Able to lift 45 pounds safely and stand for an extended period of time.
- Maintain an appropriate level of fitness in order to competently perform all job related tasks able.

### Complexity of Duties

- Have the strength and maturity to handle varying degrees of communication from extremely opinionated members including criticism, questions, and operational oriented ideas/concerns
- Be sensitive toward and have the maturity to work with individuals who have special needs including: obesity, disabilities, and advanced age.

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**NOTE:** This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

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### COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires who do not submit, immediately after their scheduled start date, proof of being fully vaccinated will have their job offer revoked.

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### APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail. The formal employment application is located on the SJSURF website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu).**

Please address your formal application, your resume, and your letter of interest directly to:

San José State University Research Foundation  
Attn: HR/Job Code: **SWIM INST TC**  
E-mail: [Foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu)

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

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**PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.**

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### REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, interviewing, and hiring processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

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## ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

**SJSURF is an equal opportunity employer** and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.