

# San José State University Research Foundation

## Position: Aqua Fitness Instructor

DEPARTMENT:	Timpany Center
IMMEDIATE SUPERVISOR:	Aquatics Lead
POSTING DATE:	August 31, 2021
CLOSING DATE:	Open Until Filled
SALARY:	\$16.00 - \$18.50 per hour
EXEMPT STATUS:	Part-time (50% FTE), 20 hours per week during the semester, up to 40 hours during intersession if needed (morning, mid-day, and evening shifts available), non-exempt, non-benefited, mandatory benefits only.

---

### GENERAL NATURE OF POSITION

This position is primarily responsible for organizing and teaching our aqua fitness classes while providing a safe and fun environment for participants with disabilities, obesity, and/or advanced age. Additionally, aqua fitness 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.

---

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Effectively manage and deliver instruction per program guidelines within each class being taught. See program descriptions, recommended activity guidelines, and lesson plans.
2. To ensure the health and safety of the patrons in the Natatorium. This includes appropriate and efficient emergency response when needed.
3. To adhere to the pool rules and facility rules in a fair and equitable manner and explain the rationale for the rule(s) when needed.
4. Complete all necessary planning and paperwork inherent to the classes being taught.
5. Manage class area including appropriate supplies and equipment (clean up class area and equipment).

6. Be available as needed to discuss and/or correct exercise form and/or technique with participants.
  7. Appropriately manage class participants and members within areas of use and enforce pool rules.
  8. Be on time and cover all assigned hours, arriving fully prepared and ready to teach. If unable to work, the instructor will find an approved substitute.
  9. Maintain superior skill level(s) for the certifications that you possess through self-practice, team audits/practice, and scheduled in-service trainings.
  10. Attend all staff and evaluation meetings as requested.
  11. Perform other job related tasks as assigned.
- 

## INTERPERSONAL CONTACTS

- Reports directly to the aquatics lead.
  - Interacts with Timpany Center staff, including but not limited to, 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.
- 

## SUPERVISORY RESPONSIBILITIES

- No supervisory responsibilities.
- 

## QUALIFICATIONS

### Education and Experience

- Minimum 2 years fitness instructor experience (preferred).
- Water fitness instructor certifications (varied/preferred).
- American Red Cross Certifications
  - CPR/AED/First Aid (required)
  - Lifeguarding (preferred)
- Maintain an appropriate level of fitness in order to competently perform all job related tasks.
- Must be able to sit and stand for extended periods of time.
- Must possess visual acuity associated with proper vigilance of the aquatic environment.

### Knowledge, Skills, Abilities Required

- At least 2 years of experience in instruction in aquatics.
- Swimming proficiency.
- The physical environment requires the employee to work inside in warm and 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.
- 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.

---

**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. **Additionally**, 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.

---

#### 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 San José State University Research Foundation (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: **AQUA INSTR 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.

---

#### 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, hiring and interviewing 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.

## 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.

