



Wildwood Park District
Seasonal Assistant Swim Instructor

Department: Recreation
Position Title: Assistant Swim Instructor
Location: Willow Point Park 33666 N. Cove Road Wildwood, IL 60030
Reporting Authority: Swim Lessons Coordinator
FLSA Status: FLSA Non-Exempt
Classification: Part-Time Seasonal
Rate of Pay: \$14.00 per hour
Hours: Part-time 10-13 hours per week June 24th-August 2nd. Other dates for required certifications and staff training as needed.

The Wildwood Park District is looking for individual swim instructors to assist in the running of our M-F morning Swim Lessons Program!

Summary: The Assistant Swim Instructor provides quality hands-on leadership, swim instruction, and supervision to the swim program participants under the direction of the Swim Lessons Coordinator.

Qualifications Required:

- 15+ years old (with a work permit) or older.
- Experience working with children in a recreational setting.
- Experience planning and developing activities for a variety of ages.
- Skillset for implementing safe best practices and procedures in the execution of youth swimming programs
- Skillset for proper swimming techniques and procedures and/or ability to be trained by the Swim Lessons Coordinator in Water Safety Instructor training through the American Red Cross standards.
- Must possess excellent communication skills.
- First aid training and CPR certification upon employment.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in carrying out class lesson at each class meeting.
- Arrive to program at least 15 minutes prior to start of class to set up for class.
- Greet each participant and verify registration.
- Assist in maintaining inventory of all supplies and equipment.
- Maintain a clean and organized facility at all times.
- Supervise children during all activities.

- Create a positive, fun and safe environment.
- Report all accidents and injuries immediately.
- Assist WSRA (Warren Special Recreation Association) aides in the success and day-to-day activities of swim participants with inclusion needs and/or other disabilities.
- Gather all supplies and materials needed for daily activities and give report to Swim Lessons Coordinator.
- Report all accidents and injuries immediately.
- Relay all necessary swim information to parents/guardians on a daily basis and/or the Swim Lessons Coordinator.
- Assist with the set-up and take down of swim lessons under the leadership of the Swim Lessons Coordinator.
- Attend all staff meetings and in-service trainings.
- Perform duties in a safe manner.
- Maintain a safe and clean work area. Inspect sites and the beach on a daily basis with safety in mind.
- Administer first aid as needed. Utilize trained CPR/AED skills if required.
- Report any work-related or patron injuries to Swim Lessons Coordinator or Park District Manager promptly.
- Correct unsafe conditions and/or report them to Swim Lessons Coordinator or Park District Manager.

Physical Demands

- Must be able to move around quickly and easily and participate in many physical activities with swim lesson participants in different depths of water (Gages Lake).
- Must be capable of swimming without assistance.
- Requires walking, standing, balancing, stooping, kneeling, crouching, and reaching.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.

Work Environment

- Employee general work area is outdoors, in a smoke free environment.

For More Information:

Please send resumes to Park District Manager Brandon Magnini at bmagnini@wildwoodparkdistrict.com along with a completed application.

To visit our website employment page and download an application and the job posting please visit: www.wildwoodparkdistrict.com under “About Us” and “Employment Opportunities”: <https://www.wildwoodparkdistrict.com/about-us/jobs/>.

Please direct any other questions to info@wildwoodparkdistrict.com or call us at 847.223.7275

The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.