

# University of Mary Hardin-Baylor

## **JOB DESCRIPTION**

### **Summer Swim Assistant (Seasonal Part-time)** Mayborn Campus Center

#### **SUMMARY OF FUNCTION**

Responsible for assisting the Water Safety Instructors with summer swim lessons; enforce all pool rules; and performs other related duties, as assigned.

#### **JOB-SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Exhibits regular and punctual attendance.
2. Enforce all aquatic facility policies, rules, and regulations.
3. Work collaboratively with water safety instructors, lifeguards, and pool supervisors.
4. Assist Water Safety Instructors with control of swim classes.
5. Show positive and encouraging attitude when working with swim participants.

#### **REPORTING RELATIONSHIP**

Manager, Mayborn Operations

#### **PHYSICAL AND SENSORY REQUIREMENTS**

1. Ability to read, write and converse in English.
2. Ability to communicate with staff, students, vendors and others.
3. Ability to remain calm and composed under stress.
4. Bending, frequent lifting up to 75 lbs., grasping, fine hand/eye coordination, pushing/pulling, prolonged sitting/standing.
5. Ability to respond to telephones and other auditory stimulation.
6. Ability to tolerate low noise levels for prolonged periods.
7. Ability to tolerate extreme temperatures and humidity for prolonged periods.
8. Ability to tolerate heights.
9. Ability to handle hazardous chemicals.
10. Ability to discriminate color.
11. Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
12. Ability to evaluate/interpret information and make independent judgments/decisions.

#### **MINIMUM QUALIFICATIONS**

1. Must be a high school graduate or currently enrolled in high school.
2. Must be at least 16 years of age.
3. Must be able to swim 50 meters.
4. Must possess a current CPR/AED and First Aid certification.

#### **SALARY LEVEL**

Non Exempt Hourly (All overtime worked must have prior supervisory approval)

#### **SIGNATURES:**

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Incumbent (I have read & received a copy)

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties and skills required of personnel so classified.

This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.

Revised: May 2018