

**Flexibility with scheduling is possible, so don't hesitate to apply!**

**Spring 2025 Details:**

- **Training**
  - Jan 12 4:00pm-8:00pm (classroom)
  - Jan 13-23 (in-water training with real students)
    - Mornings and afternoon/evening times available
    - You do not have to attend all of these dates, just select about 16 hours of the available time slots
  - Jan 23 4:00pm-8:00pm (classroom)
  - Jan 24 8:30am-4:30pm (in-water training)
- **Hours**
  - Exact Start and End Date will be discussed but generally Jan-May with continuing in the summer and fall as an option, if desired
    - Monday-Friday approximately 8:30-11am
    - Monday-Thursday approximately 3-7pm
    - Can select the days and times you want to work
- **Paid In-service**
  - 30 min every other week
    - Before or after lessons for in-service training and performance reviews

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# **Water Safety Mentor / Swim Instructor Job Description**

**Job Title:** Water Safety Mentor / Swim Instructor

**Reports to:** Lead Water Safety Mentor / Swim Instructor

**Compensation:** Starting pay \$20.50/hr, \$7.50/hr for training, will compensate for half of lifeguard training after 30 days of non-training employment

**Job Summary:** The Water Safety Mentor / Swim Instructor will instruct individuals and families in the fundamentals of swimming and water safety.

**Supervisory Responsibilities:** None.

## **Requirements:**

- Must be at least 18 years old
- Must have a Lifeguard Certification which includes Adult-Child-Infant CPR & AED certification (if not current, will hire with contingent completion date)
- Must be able to work well unsupervised
- Must complete a background check and drug test
- Passionate about working with children
- Current or previous experience working with children

## **Duties/Responsibilities:**

- Use the All Knox Swim curriculum to plan, organize, and lead lessons
- Train, encourage, and motivate students
- Ensure students are using equipment properly and safely
- Follow all All Knox Swim safety policies and procedures
- Identify the strengths and weaknesses of students and modify coaching strategies accordingly
- Assist new instructors during their training period
- Excellent communication skills with people of all ages
- Excellent attention to detail
- Performs other related duties as assigned

## **Education and Experience:**

- Must be Lifeguard and Adult-Child-Infant CPR & AED certified (if not current, will hire with contingent completion date)

## **Physical Requirements:**

- Must be able to traverse various grounds and facilities
- Prolonged periods of standing, walking, or swimming
- Must be able to lift 50 pounds at a time

## AKS Water Safety Mentor / Swim Instructor Application

Thank you for your interest in working with All Knox Swim! Please read the job description and requirements before completing the application. **Please send the completed application to [thomas.c@allknoxswim.com](mailto:thomas.c@allknoxswim.com).** We will begin interviewing as we receive applications and hire on a rolling basis. We are excited to meet you!

*We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.*

Date: \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally allowed to work in the United States? \_\_YES \_\_NO

Have you ever worked for this company? \_\_YES \_\_NO

Will you be over 18 by the first day of training? \_\_ YES \_\_ NO

How did you hear about us? \_\_\_\_\_

### Education Background (not required for employment, fill out applicable parts)

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_

College \_\_\_\_\_ Graduation Date \_\_\_\_\_

Major \_\_\_\_\_

**Employment History (may send resume with application if preferred)**

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Lifeguard First Aid/CPR training** \_\_\_\_\_ **Expiration** \_\_\_\_\_

(if not current, will hire with contingent completion date. Please send a picture of your card to [thomas.c@allknoxswim.com](mailto:thomas.c@allknoxswim.com) with your application.)

**Please describe any water or swim experience you have, if any (your swimming abilities, lifeguard experience, CPR experience, swim lessons, coaching, etc.):**

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**Please describe any experience you have working with children, if any (nanny, employment, volunteer, etc.):**

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**Please list all the times you desire to work based on the All Knox Swim schedule. We are flexible on scheduling, so if you plan on not working certain weeks or times, that is okay! We only schedule lessons when you are available.**

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**Please list three references (two professional and one personal). No family members as references. We will contact them before hiring.**

**Professional- reference had/has authority over you, a more formal relationship (i.e. former boss)**

**Personal- not family or friend, someone who cannot fire you but leads you in some way, less formal (i.e. mentor, coach, pastor)**

| Name | Relationship | Email | Phone Number |
|------|--------------|-------|--------------|
|      |              |       |              |
|      |              |       |              |
|      |              |       |              |

*I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me. I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.*

Signature \_\_\_\_\_

Date \_\_\_\_\_