**🏊‍♀️ Swim Instructor Expectations**

**I. Professional Conduct**

* Arrive on time, in proper uniform, with lesson plans and equipment prepared.
* Greet participants and families warmly and professionally.
* Maintain a positive, encouraging, and patient tone throughout all lessons.
* Refrain from using phones or unrelated conversation during instructional time.
* Represent the facility positively with respectful communication and professional behavior at all times.

**II. Instructional Delivery**

* Follow the facility’s swim curriculum, adapting to the needs and skill levels of each student.
* Deliver structured, goal-oriented lessons with clear progressions and safety emphasis.
* Provide individual feedback, encouragement, and correction as needed.
* Track student attendance and skill progression accurately.
* End each class with a summary or brief communication to parents/guardians when appropriate.

**III. Safety & Supervision**

* Maintain constant supervision of all participants in and around the water.
* Position yourself where you can observe all swimmers and react quickly to emergencies.
* Be rescue-ready at all times — rescue tube on-hand and scanning frequently.
* Know and follow facility Emergency Action Plans (EAPs).
* Report all incidents or concerns immediately and document as required.

**IV. Lesson Preparation & Management**

* Arrive early to set up equipment and review lesson plans.
* Use developmentally appropriate activities for each age and skill group.
* Manage group dynamics — redirect disruptive behavior calmly and effectively.
* Have backup activities or adaptations ready for varying attendance or behavior issues.
* Maintain class pacing to keep swimmers engaged and moving.

**V. Parent & Participant Communication**

* Communicate student progress clearly and respectfully to parents/guardians.
* Provide updates on readiness to advance levels, concerns, or suggested tips for practice.
* Handle complaints or questions calmly, referring serious issues to supervisors when needed.
* Always maintain confidentiality and professionalism.

**VI. Teamwork & Accountability**

* Collaborate with fellow instructors, guards, and supervisors for smooth program operations.
* Assist with transitions between classes and help supervise participants before/after lessons.
* Report schedule conflicts or class concerns as early as possible.
* Attend required staff meetings and training sessions.

**VII. Facility & Program Support**

* Return equipment to proper locations after each lesson.
* Report damaged or missing equipment promptly.
* Assist with cleanliness and tidiness of the pool deck and teaching areas.
* Support special events, makeup days, and promotional programming when possible.

**VIII. Discipline & Consequences**

* Understand that failure to meet these expectations may result in:
	+ Verbal or written warnings
	+ Reassignment or schedule changes
	+ Mandatory retraining
	+ Dismissal from instructional duties