



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Web: www.normanok.gov

JOB TITLE:	Swim Instructor/Swim Coach (25 Positions)	JOB TYPE:	Part Time
DEPARTMENT:	Parks and Recreation		
SALARY:	\$15.00 - \$16.00 per hour (Non-Exempt)		
STARTING DATE:	April 22, 2023		
JOB LOCATION:	Westwood Family Aquatics Center		
WORK PERIOD	Swim Instructor: Monday – Thursday, 8:00 a.m. – 12:00 p.m. & 5:00 p.m. to 8:00 p.m. Some Friday's may be required for swim lesson make up. Swim Coaches: Monday, Wednesday, Friday, 6:00 p.m. – 8 p.m. & Some Saturdays, 6:00 a.m. – 12:00 p.m. Must be available to work from April 22, 2023 to September 24 2023. Adjustments can be made for high school/college students. Vacation requests are limited.		
REPORTS TO:	Aquatic Manager		

Education and Experience: Applicants must be at least 16 years of age. Swim instructor experience is preferred but not required. Training will be provided. All swim instructors must attend a one (1) week training program. Swim coaches must have at least two (2) years of competitive swimming.

Licenses and Certifications: Must possess or be able to obtain CPR/AED/First Aid/Emergency Oxygen for the Professional Rescuer Certification by May 26, 2023. Water Safety Instructor Training will be available.

Skills: Ability to perform task in a timely manner and have good communication to participate. Instructors and coaches must show good leadership, good decision making and organizational skills. Lead by example and have the ability to do physically and mentally demanding work. Perform lifesaving tasks as trained. Effectively work with your peers and people of all ages. Ability to exercise necessary authority. Maintain regular, predictable and punctual attendance.

Essential Functions: Assist the Aquatics Manager and Assistant Managers with the day to day programs which include: swimming lessons, swim team and special events. Primary responsibilities during operating hours include: teaching water safety; enforcing pool ordinances and water safety rules, inspecting pool, deck areas, and dressing rooms; and assisting in the maintenance in the aquatic center. Performs other related duties as required.

Additional Information: Selected applicant must pass background investigation, physical examination and drug screen. Instructors and coaches will receive one free uniform. Included is a swimsuit, shirt, and hat. Certification will be offered (Free) May 16th – May 21st, 2023.

Open Recruitment
RECRUITMENT PERIOD

EQUAL OPPORTUNITY EMPLOYER