



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

BOUND BROOK RECREATION COMMISSION

Job Title: Swim Instructor

Reports To: Pool Manager & Park Director

Job Overview:

Responsible for conducting structured swim lessons, ensuring safety, and creating a fun and engaging learning environment. Swim Instructors must be prepared, organized, and committed to helping students master swimming skills while maintaining a safe and positive atmosphere.

Key Responsibilities:

1. Lesson Execution:

- Ensure students enter the water promptly to maximize the full 25-minute lesson.
- Be prepared before students arrive on the pool deck.
- Conduct lessons according to the Head Swim Instructor's guidance.

2. Safety & Emergency Preparedness:

- Follow all safety protocols and be aware of the emergency action plan.
- Maintain constant supervision of students and enforce safety rules.

3. Instruction & Student Progress:

- Provide clear instruction and closely monitor students' progress.
- Ensure students have mastered required skills before advancing to the next level.
- Make lessons engaging and fun while maintaining discipline.

4. Record Keeping & Communication:

- Take daily attendance and maintain necessary reports.
- Keep student progress cards organized and up to date.
- Communicate with the Head Swim Instructor about any concerns, including disorderly behavior.

5. Equipment & Facility Maintenance:

- Inspect all equipment before use and report any unsafe items to the Pool Manager.
- Keep the swim equipment area clean and organized after lessons.



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6. Parental Interaction:

- Direct parents' questions to the Head Swim Instructor to prevent class interruptions.
- Arrange appropriate times to discuss student progress with parents.

7. Professionalism & Conduct:

- Attend all staff meetings and training sessions as required.
- Adhere to park policies and procedures.
- Refrain from using cell phones during lesson hours—phones are not permitted on the pool deck.

8. Additional Duties:

- Complete any assigned tasks that contribute to the efficiency of the park's operation.
- Communicate with the Park Director for additional resources or teaching aids when needed.

Qualifications & Skills:

- Previous experience in swim instruction or working with children in an aquatic setting preferred.
- Strong swimming skills and knowledge of water safety procedures.
- Ability to engage and motivate children in a learning environment.
- Excellent communication and organizational skills.
- CPR, First Aid, and Lifeguard certification (or willingness to obtain).

Work Schedule:

- Must be available for scheduled lessons, make-up sessions, and mandatory staff training meetings.