

# Carver Center has immediate openings for swim instructors!

**About us:** The Port Chester Carver Center creates opportunity for Port Chester residents to learn, work, and thrive through programs that nourish, educate, and empower. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center's programs and services meet the holistic needs of people at every stage of life. Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** We are looking for instructors who are passionate about teaching swim lessons. Our program is designed for children 6 months – 18 years of age and adult sessions. Flexible schedules built at time of hire with your supervisor. Classes are offered 4 days a week. The Carver Center is committed to providing curriculum-based swim lessons to increase skill and safety in and around water. This position provides direct leadership, instruction and motivation for students in swimming classes.

## **Position Specific Duties/Responsibilities:**

- Instruct swimming lessons in accordance with the Carver Center guidelines, having prepared lesson plans accordingly.
- Build effective, authentic relationships with students and parents; help them connect with each other and the Carver Center.
- Convey information on aquatics programs and schedules and as appropriate refer students and their parents to levels within the academy and other programs.
- Maintain records as required (i.e. attendance, progress reports, etc.).
- Attend staff meetings and trainings as scheduled.
- Follows all Carver Center policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Organize and put away needed class equipment. Reports damaged equipment.
- Train and supervise swim class aides as assigned.
- Enforce safety rules and regulations with other lifeguards as well as pool members and guests.
- Ensure that proper child to instructor ratios are maintained.
- Communicate any and all aquatic emergencies to the Aquatics Director, Head Lifeguard and/or designee promptly as they occur.
- Wear proper uniform, including but not limited to; bathing suit and swim cap.
- Perform other duties as assigned by the Aquatics Director or designee.

## **Position Qualifications:**

- Water Safety Instructor Certification (WSI) Preferred but not required
- Must be able to work with children of all swimming abilities.
- Ability to prepare to write legibly and without spelling errors.
- Ability to communicate effectively among fellow staff, supervisor(s), members and guests.

- Must be willing to work mornings, evenings, holidays, and weekends as assigned.
- Fluency in Spanish is strongly preferred.

**Training Requirements to Attain Position:**

- Staff Training, In-services, Swimming to Maintain Endurance and Stamina

**Training Requirements to Maintain Position:**

- Attend all meetings as scheduled by the Aquatics Director and/or designee
- Monthly Training In-Services

**Physical and Sensory Requirements:**

- The ability to lift, drag, pull, or carry a minimum of 25-50lbs.
- Ability to sit, stand, sway, and walk for extended periods of time.
- Ability to work in extreme environmental and chemical conditions
- Ability to work in high stress environment or situations; including high bather loads, emergency situations, and difficult patrons/guests
- Potential for exposure to extreme chemicals including aquatic testing materials, chlorine, acid, liquid shock, calcium, bi-carbonates, and cleaning chemicals. Staff must take precautions to prevent accidents/injuries when dealing with such chemicals and materials to self and others.

Carver Center employment policy requires the completion of a full background check prior to hiring.  
*Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.*

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

**Rate:**    **With a WSI Cert. \$20.00 - \$25.00 / hour (based on experience)**  
                  **Without a WSI Cert. \$16.50 – 20.00 / hour (based on experience)**

**To Apply:**    Please email your resume to Daniel Bonnet, Chief Program Officer, at [DBonnet@CarverCenter.org](mailto:DBonnet@CarverCenter.org)

PORT CHESTER CARVER CENTER  
 400 Westchester Avenue, Port Chester, NY 10573