



**MERCY MONTESSORI**  
**Swim Assistant Job Description**

*Come work with an amazing team of educators at the oldest Montessori school in Cincinnati. We are a vibrant and supportive community that nurtures the whole child ... and the whole adult! We've been named a top workplace for five years running.*

**Job Title:** Swim Assistant  
**Job status:** Part-Time, 19-20 hours weekly  
**Starting Date:** Mid March 2024 (accepting applications through February 16, 2024)  
**Salary:** Salary is commensurate with experience, education and credentials, according to the school's established salary schedule for teachers. Position salary range starts at 20.00 hourly.

**I. Purpose:** The purpose of the Swim Assistant is to support the children and Lead Swim Instructor at lessons.

**II. Qualifications and Requirements**

**Education Level:** HS Diploma or higher

**Experience Desired:** 1 year experience with swim instruction

**III. Essential Functions/Skills:**

- A. Red Cross or WSI certification
- B. CPR
- C. First Aid
- D. Child Abuse Recognition
- E. Establish a safe, orderly, and prepared changing room and pool environment
- F. Collaborate with lead teacher, teaching teams and with administration
- G. Demonstrate professional and supportive relationships with all students, parents, colleagues and administration
- H. Willing to complete and maintain Safe Parish training
- I. Willing to complete required background checks

**IV. Physical Requirements:** Constant hand-eye and mind eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. This may involve several minutes of walking from one part of the campus to the other. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations within the building, may involve climbing stairs or ramps, opening doors, and negotiating

around furniture and tight spaces. Must be able to communicate and demonstrate basic competence in health care, especially in the care of diabetes, asthma and allergies.

**V. Other Requirements:** Excellent written and oral communication skills. Ability to work with computers for word processing, spreadsheets, data skills.

**VI. Working Conditions:** Job requires ability to sit and or stand for long periods of time as well as running, stooping and squatting. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in a controlled comfortable indoor environment and typically ranging weather in outdoor environment. Exposure to chemicals and fumes is a possibility.

**VII. Other Skills:** Kindness, respect of others, willingness to help out with other school tasks as needed - the children's needs come first

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

*Please submit a resume, cover letter, statement of educational philosophy, and three professional references to Gretchen Hooker: [ghooker@mercymontessori.org](mailto:ghooker@mercymontessori.org)*

*Mercy Montessori is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Learn more here: [www.mercymontessori.org/diversity-equity-inclusion-and-belonging/](http://www.mercymontessori.org/diversity-equity-inclusion-and-belonging/)*

*Find out more about our school at [www.mercymontessori.org](http://www.mercymontessori.org)*

