

UNIVERSITY OF MARYLAND
SUMMER 2024/FALL 2024/SPRING 2025
FEDERAL WORK-STUDY SUPERVISOR'S STUDENT REQUEST

(Supervisor's On-line Orientation and Supervisor Acknowledgement Checklist must also be completed) <http://www.umaryland.edu/workstudy>

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes ___ No X ___

UMB Department URecFit and Wellness
(Full Name of Department)

Off-Campus Agency _____
(Full Name of Agency- For Off-Campus Positions Only)

Address SMC Campus Center 621 West Lombard Street, Baltimore, MD 21201

Telephone 410-706-5355 Fax No. 410-706-1472

Work Study Supervisor's Full Name James J Mszanski Jr

Work Study Supervisor's Title Associate Director

E-mail Address jmszanski@umaryland.edu

Alternate Supervisor's Full Name Eric Barron

Alternate Supervisor's Title Director

E-mail Address eric.barron@umaryland.edu

Job Title Swim Instructor

Job Function: Technical Administrative Research Lab Research Clinical Tutor X Program Admin.

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the student's Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor's department is responsible for paying 100 percent of the over award.

Return completed form to:

E-Mail: FWS@umaryland.edu

Phone: 410-706-7347

**Office of Student Employment; University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221;
Baltimore, MD 21201**

Swim Instructor Job Description

Department: University Recreation Fitness and wellness (URecFit and Wellness)

Schedule: Temporary/Non-benefited

Shift: Varies. Mostly weekday with evening and weekend work required.

Hours: Department Specific

Type: Non-exempt

PRIMARY DUTIES

- Develop safe and effective aquatic exercise classes for groups in various fitness levels.
- Responsible for instructing all swim lesson and or aquatic fitness participants.
- Plan routines, select music, and choose appropriate movements for various muscles.
- Offer useful, tactful, and safe advice to individuals regarding their class participation and/or use of equipment.
- Provide safe and effective instruction of equipment used during class.
- Conduct consultations as needed and assess the training need-basis of each participant.
- Conduct equipment orientations and maintain fitness equipment as needed.
- Seek client feedback continuously.
- Maintain the safety of the participant in aquatic classes.
- Maintain and record participant information and data.
- Act immediately and appropriately to secure safety of patrons in the event of emergency.
- Presents a professional appearance and attitude at all times and maintains a high standard of customer service.
- Attends mandatory meetings and training sessions as scheduled.

Minimum Requirements

- CPR, AED and First Aid certified or willingness to obtain

If interested, please complete the [online application](#). For more information, regarding water instructor jobs email [Elizabeth Lasker](#), Assistant Director of Aquatics.

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.