

UNIVERSITY OF MARYLAND  
SUMMER 2023/FALL 2023/SPRING 2024  
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 410-706-5752 Fax No. 410-706-1472

Work Study Supervisor's Full Name Eric M. Barron

Work Study Supervisor's Title Associate Director

E-mail Address eric.barron@umaryland.edu

Alternate Supervisor's Full Name Jimmy Mszanski

Alternate Supervisor's Title Senior Assistant Director

E-mail Address jmszanski@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](mailto: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.*