



Range: Temporary/Seasonal
Date: February 5, 2019
FLSA: Non-exempt
Position Type: Safety Sensitive

SWIM INSTRUCTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

DEFINITION

Performs swim lesson instruction to students of all ages and skill levels, monitors pool facilities for unsafe conditions, and other duties as necessary or required. This position requires weekend, split shift and holiday work.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation and Aquatics Supervisor or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Plan and effectively organize class time through weekly lesson plans and time management.
2. Evaluate students participating in swim lessons.
3. Submit completed skills sheets, report cards, attendance records and any other program documentation in a timely manner.
4. Provide competent, safe instruction using recognized lead-up skills as established by the swim lesson program.
5. Teach with encouragement and positive reinforcement.
6. Communicate effectively with lifeguards/pool staff on duty and act as a team in an emergency.
7. Maintain a sanitary and clean pool environment, free from defective equipment and unsafe conditions.
8. Assist with maintaining proper quality standards and follow written guidelines for testing water, chemical usage, storage, and safety.
9. Adhere to all facility safety and emergency procedures, guidelines, and instructions, including emergency action plan, staff handbook and Safety Data Sheet use and location.
10. Enforce pool and facility rules in a consistent and professional manner using positive and corrective feedback.
11. Take precautions and preventative action necessary to ensure the safety of pool users and staff.
12. Attend and participate in all scheduled staff meetings and mandated trainings, including but not limited to rescue skills, in-service training, and physical conditioning.
13. Collect admission and program fees; perform cashier duties (use of cash register, cash handling, maintain records of daily sales, money received and attendance).
14. Provide answers to inquiries from patrons and the public.

15. Complete and maintain accurate and efficient reporting, including but not limited to daily attendance records, accident injury reports, class and program registration, daily shift report, and chemical log book.
16. Ensure all gates and doors are secured and that the premises have been vacated at the closing of the facility.
17. Assist in other department programs including, but not limited to, special events and special programs.
18. Maintain a professional and positive appearance, attitude and a high standard of customer service.
19. Possess mature judgment and sound decision making.
20. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, techniques and practices of preventative lifeguarding, first aid, CPR/AED for the professional rescuer and water safety instruction.
- Key elements and strategies for planning, preparing and implementing effective and safe swim lessons.
- Facility safety and emergency procedures, guidelines, and instructions, including emergency action plan, staff handbook and Safety Data Sheet use and location.

Ability to:

- Work independently.
- Communicate effectively with student and parent(s).
- Provide for consistency in instruction by working each assigned session/class.
- Perform water surveillance consistently.
- Swim 250 yards in 10 minutes or less.
- Determine the swimmer/non-swimmer skills of each patron attending the facility.
- Teach swimming and water safety skills to individuals of various ages and ability levels.
- Learn the principles and techniques of pool sanitation and filtration.
- React calmly and effectively in emergency situations.
- Pass a physical skills evaluation and drug test.
- Work as a team member and respond positively to situations involving patrons and staff.
- Maintain good public relations and customer service skills.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.

Experience and Training Guidelines: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Training

Current Water Safety/Swim Instructor Certification issued by any nationally recognized organizations, such as Starfish Aquatics Institute, American Red Cross or Ellis and Associates.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities/swimming pool; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work in water; work on slippery or uneven surfaces, and carry and lift up to fifty (50) pounds.

Physical Conditions:

Moderate to light lifting; sitting, swimming, diving, walking or standing for prolonged periods of time; repeated bending; general manual dexterity.