# JOB DESCRIPTION
## SWIM INSTRUCTOR – NO WSI

| Employee Name | | | | |
|---|---|---|---|---|
| **Department** | **PARKS AND RECREATION DEPARTMENT** | Part-Time | Non-Exempt | Non-Union |

## SUMMARY

Under the direct supervision of the Aquatic Manager or their designee, plans, coordinates, and teaches learn to swim and water safety courses for participants with a variety of ages and abilities.

## EDUCATIONAL REQUIREMENTS

- No educational requirements

## EXPERIENCE REQUIREMENTS

- 1 Year of prior swim teaching experience

## ADDITIONAL REQUIREMENTS

**LICENSE OR CERTIFICATION**
- CPR Certification – Desired
- AED Certification – Desired

**DRIVING**
- Valid Driver's License – Desired

## KNOWLEDGE

| KNOWLEDGE | ESSENTIAL | IMPORTANT |
|---|---|---|
| Thorough knowledge and application of swimming and water safety skills | ☑ | |
| Thorough knowledge of breaking down and teaching swimming and water safety skills | ☑ | |
| An understanding of facility characteristics, rules, policies, and procedures | ☑ | |
| Know all four strokes and how to teach in technicalities. How to talk to each person in the lesson. How to talk to parents and give updates | ☑ | |
| Must have a basic of understanding, working with people | ☑ | |
| Knowledge of Parks and Recreation Department rules and policies | | ☑ |

## REQUIRED ABILITIES [*Innate proficiencies*]

| ABILITY | ESSENTIAL | IMPORTANT |
|---|---|---|
| Act independently | | ☑ |
| Analyze situations | ☑ | |
| Communicate verbally | ☑ | |
| Communicate in writing | ☑ | |

| | ESSENTIAL | IMPORTANT |
|---|:---:|:---:|
| Concentrate | ☑ | |
| Motivate | ☑ | |
| Attend to details | ☑ | |
| Empathize | ☑ | |
| Identify problems | | ☑ |
| Initiate | | ☑ |
| Manage pressure | | ☑ |
| Multi-task | | ☑ |
| Organize | | ☑ |
| Problem solve | | ☑ |
| Think creatively | | ☑ |

## REQUIRED SKILLS [*Learned proficiencies*]

| | REQUIREMENTS | |
|---|:---:|:---:|
| **SKILL** | *ESSENTIAL* | *IMPORTANT* |
| Understanding of minimum technical skills to each stroke | ☑ | |
| Communicate ideas, thoughts, knowledge and information to foster clarity and engage others | ☑ | |
| Actively listen to fully understand circumstances | | ☑ |
| Collaborate with others to maximize innovation and effectiveness | | ☑ |
| Consider multiple costs and benefits when problem solving to arrive at most effective decision | | ☑ |
| Focus on details to reduce errors and increase efficiency | | ☑ |
| Manage time effectively to ensure all work is completed timely and effectively | | ☑ |
| Organize work to maximize productivity | | ☑ |
| Plan work projects to ensure efficiency | | ☑ |

## SUPERVISORY RESPONSIBILITIES

- No Supervisory Responsibilties

## REPORTS TO

- Aquatic Manager

## ESSENTIAL JOB FUNCTIONS

[*The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job*]

- Participate in staff trainings

- Instruct swimming lessons in accordance with facility guidelines and accepted safety methods according to the class level. Adapt your teaching approaches to the age, experience, and ability of each participant so they can meet course objectives

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- Learning experience for different types of students, types of disability and ages; Style of teaching with experience. How to talk with parents about improvement and placement of their child within the class; How to teach classes and what to teach on specific days. Having to reteach technical skills for certain strokes, when that shouldn't be happening with the skill level currently in

- Prepare materials and equipment necessary for class.  Organize lesson plans based upon skill level

- Recognize and respond effectively in emergencies according to facility emergency action plans

- Enforce all facility policies, rules, and regulations

- Provide for the health and safety of participants, including ensuring that all teaching areas are free of hazards and that materials and equipment are safe and in good working order

- Complete records and reports. Complete and turn in American Red Cross Water Safety Instructor reports

- Regular and routine onsite attendance

## SUPPLEMENTAL FUNCTIONS

[*These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job*]

- All other duties as assigned

## PHYSICAL DEMANDS

*CONSTANT = HOURLY*      *FREQUENT = DAILY*      *OCCASIONAL = WEEKLY*      *RARELY = MONTHLY*

|  | *CONSTANTLY* | *FREQUENTLY* | *OCCASIONALLY* | *RARELY* |
|---|---|---|---|---|
| Lifting |  | ☑ |  |  |
| Sitting |  | ☑ |  |  |
| Standing | ☑ |  |  |  |
| Walking |  | ☑ |  |  |
| Bending |  | ☑ |  |  |
| Kneeling |  | ☑ |  |  |
| Crouching |  | ☑ |  |  |
| Grasping/ finger manipulation |  | ☑ |  |  |
| Visual acuity |  | ☑ |  |  |
| Carrying |  |  | ☑ |  |
| Reaching |  |  | ☑ |  |
| Pushing |  |  |  | ☑ |
| Pulling |  |  |  | ☑ |
| Ascending/descending stairs |  |  |  | ☑ |

## WORK ENVIRONMENT

*CONSTANT = HOURLY*      *FREQUENT = DAILY*      *OCCASIONAL = WEEKLY*      *RARELY = MONTHLY*

Revised 4/15/2020

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| | CONSTANTLY | FREQUENTLY | OCCASIONALLY | RARELY |
|---|:---:|:---:|:---:|:---:|
| Indoor environments | ☑ | | | |
| Work in hot, cold, wet surroundings | ☑ | | | |
| Work with or near chemicals | ☑ | | | |
| Exposed to continual, multiple distractions | | | ☑ | |
| Ability to position oneself to work under or on top of objects | | | | ☑ |

## EQUIPMENT

**CONSTANT = HOURLY**   **FREQUENT = DAILY**   **OCCASIONAL = WEEKLY**   **RARELY = MONTHLY**

| | CONSTANTLY | FREQUENTLY | OCCASIONALLY | RARELY |
|---|:---:|:---:|:---:|:---:|
| Phones | | | | ☑ |

## SOFTWARE

- No software requirement

**Disclaimer**

*This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.*

I have received and understand the position description.

_____     _____

Employee Signature                                                  Date

_____

Employee Printed Name