

Department: Parks, Recreation and Tourism Pay Grade: Part-Time  
Reports To: Aquatics Manager FLSA Status: Non-Exempt  
Last Revised: 09/2009 Last Reviewed: 09/2009

**GENERAL STATEMENT OF DUTIES**

Follow all protocols established by the Swim Lesson organization utilized by the facility. Teach and instruct swim lessons to ensure that all participants will learn the skills required to successfully pass each swim instruction level. Ensure a safe aquatic facility while providing a high level of customer service. Ensures that all standards and policies are followed. Perform related work, as required.

**ESSENTIAL JOB FUNCTIONS**

- Follow and abide by all swim lesson instruction protocols.
- Respond to customer requests to ensure that each participant is enjoying the class and learning the necessary skills.
- Interact positively with participants to ensure a high quality teaching environment.
- Complete swim lesson evaluation reports in a timely fashion to coincide with the swim lesson being taught.
- Ability to assess each participant and make recommendations on which class level the participant should be in.
- Administer swim tests when needed.
- Ensure facility is clean.
- Maintain a safe and secure area by maintaining and enforcing facility rules, policies, and procedures.
- May be required to fulfill lifeguard responsibilities in the absence of a lifeguard.
- Attends monthly staff meetings and in-service trainings.
- Remain current with required certifications.

**POSITION REQUIREMENTS/PREFERENCES**

Education Required: Education and training resulting in appropriate swim lesson certification or license for the program.  
Experience Preferred: One year or more of experience teaching swim lessons.  
Certifications/  
Licenses Required: As appropriate for program instructing

- Knowledge, Skills and Abilities
- Knowledge of aquatics.
  - Ability to develop and maintain effective working relationships with employees, customers and the general public.
  - Effective communication skills both verbally and in writing, to a wide variety of staff and customers.
  - Ability to multi-task handling high volume of business demands and service requests received each day.

**Additional Requirements** Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

**Supervisory Responsibilities** None

**OVERALL PHYSICAL STRENGTH DEMAND**

**Heavy** Lift and/or exert force up to 50 lbs. frequently, 10 lbs continuously, or insignificant amounts constantly OR requires walking or standing to a significant degree. Able to swim 200 yards, tread water for 2 minutes without use of hands, and must be able to retrieve a brick from a depth of 14 feet of water.

**PHYSICAL DEMANDS**

C = Continuously 5.5 to 8+ hours daily      F = Frequently 2.5 to 5.5 hours daily      O = Occasionally Up to 2.5 hours daily      R = Rarely Less than 1 hour per week      N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
F	Carrying	O	Pushing/Pulling
F	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
O	Climbing	O	Balancing
C	Vision (Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

**ENVIRONMENTAL FACTORS**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
<b>Code</b>	<b>Health and Safety</b>	<b>Code</b>	<b>Environmental Factors</b>		
M	Mechanical Hazards	S	Dirt and Dust		
W	Chemical Hazards	R	Extreme Temperatures		
M	Electrical Hazards	M	Noise and Vibration		
R	Fire Hazards	M	Fumes and Odors		
N	Explosives	D	Wetness/Humidity		
R	Communicable Diseases	R	Darkness or Poor Lighting		
R	Physical Danger or Abuse	D	Other (specify) Water Pressure		

**PRIMARY WORK LOCATION**

Indoor and Outdoor Pool.

**MACHINES, TOOLS, EQUIPMENT, WORK AIDS**

Computers, telephones, office equipment, recreational, fitness and aquatic equipment.

**PROTECTIVE EQUIPMENT REQUIRED**

As applicable to activities involved.