

## Job Description - Swim Lesson and Water Aerobics Instructor

Title: Swim Lesson and Water Aerobics Instructor

Dept: Pool

Exempt/Nonexempt: Nonexempt

Reports to: Aquatics Coordinator and Lifeguard Supervisor

Pay Grade: Job Class B

### General Position Summary:

Under general direction, is responsible for the instruction of students in the “learn to swim” program.

### Essential Functions/Major Duties:

#### SWIM LESSONS:

- Conduct yourself in a professional manner at all times
- Responsible for enforcing pool rules and safety regulations
- Be prepared with lesson plans
- Maintain records including pass or fail cards filled out and ready to pass out by the last day of class
- General upkeep of the toys and flotation devices used for class instruction

#### WATER AEROBICS:

- Facilitate and instruct water aerobics class with exercises and skills to enhance participants
- Assist to maintain pool facility
- Assist to maintain pool weights or toys used during class

#### GENERAL:

- Follow all District policies & procedures
- Perform other job duties as assigned

#### TRAINING:

- Attend instructor in-service training

#### SAFETY:

- Maintain a clean and orderly workplace
- Assure that any rescue, incident, or accident reports are filled out completely and accurately at time of incident and deliver a copy of report to the pool manager
- Be familiar with and follow all safety rules and procedures

### Job Scope:

This job works within the confines of the District’s fiscal year budget and is responsible for being accountable and motivated.

### Interpersonal Contacts:

- Internal - All Parks and Recreation District staff
- External - General public

## Specific Job Skills:

- Advanced swimming experience
- Knowledge of teaching “how to swim”
- Excellent customer service skills
- Computer skills
- Act quickly and calmly in emergency situations
- Able to organize and prioritize work
- Skilled in time management
- Work cooperatively with staff and the public
- Work independently within the established policies and procedures of the district
- Communicate orally in the English language in a one-on-one or group setting
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar
- Ability to deal with conflict in a professional manner and bring peaceful resolutions
- Serve children and families with integrity

## Education and/or Experience:

- No experience required

## Job Requirements:

- Minimum age 15 years
- Lifeguard certification preferred
- First Aid/CPR certification preferred
- Must attend and pass CCPRD instructor training course prior to teaching

## Job Conditions:

- Work is performed primarily in an outdoor environment, potentially in extreme weather conditions and involves significant time on your feet
- Periodic travel to meetings and training may be required
- Evenings and weekends are required when scheduled
- May require occasional overtime
- On-call response availability
- Working with chemicals
- Working prolonged periods in and around chemically treated water
- Job requires standing, walking, bending, stooping, reaching, sitting, climbing, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting up to 50lbs, computer work/keyboarding