

## **Pool - Swim Instructor**

### Job Description

#### Functions:

Under the direction of the Aquatic Supervisor and swim lesson manager, the swim instructor is responsible for performing a variety of duties to ensure the success of the swim lesson program. Must be able to perform the essential functions listed below.

#### Immediate Supervisor:

Responsible to the Aquatic Supervisor and Swim Lesson Manager.

#### Qualifications:

- Must be at least 16 years old.
- Must be CPR/First Aid certified.
- Must have good swimming skills.
- Must attend the "in-house" swim instructor training course.

#### Duties and Responsibilities:

##### Essential Functions:

- Creates and utilizes a lesson plan.
- Provides accurate demonstrations for the lesson.
- Maintains professional manner at all times.
- Is available to parents for questions or concerns. Refers any problems or issues to the Swim Lesson Manager.
- Accurately assesses students' progress and abilities.
- Fills out student report cards at the end of each session on time.
- Complies promptly with all requests and directions given by Swim Lesson Manager and Aquatic Supervisor.
- Respects the decisions and authority of supervisors.
- Ensures that all possible safety measures are observed, including taking care of proper equipment and proper surveillance of program participants.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules and the employee manual.
- Attends required trainings and meetings.
- Performs maintenance duties when assigned.
- Performs related duties as required.

##### Marginal Functions:

- Other duties as assigned.

- Attend all staff meetings/trainings.

Work Hours and Compensation:

The swim instructor position is a part time seasonal position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work no more than 40 hours per week. The hours worked on a daily basis will vary. The salary range for this position is PT 1-87.

Environmental Considerations:

- Will be required to work during various weather conditions, including hot and cool temperatures.

Cognitive Considerations:

- Must be knowledgeable about subject matter and constantly strive for improvement.
- Must use good judgment at all times and be aware of immediate surroundings.
- Must be able to respond to and handle upset patrons in a positive and appropriate manner.

Psychological Considerations:

- Must work closely with co-workers and the general public.
- Experiences ongoing concerns for all safety and liability issues.
- May have to work under stressful situations when First Aid or CPR are required.

Physiological Considerations:

- He/she may need to respond quickly and accurately in an emergency.
- He/she may be exposed to pool chemicals.

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