



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Assistant Swim Instructor I	LAST UPDATED:	12/14/2016
DEPARTMENT:	Parks and Recreation	JOB CLASS:	
REPORTS TO:	Aquatic Program Coordinator	FLSA DESIGNATION:	Non-Exempt

Summary: Under the general supervision of Aquatic Program Supervisor, the Assistant Swim Instructor, will assist in teaching learn-to-swim and water safety courses. The Assistant Swim Instructor also ensures the safety of aquatic patrons by enforcing all safety rules and regulations and enforces pool rules in and around the pool.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists Water Safety Instructor when teaching swimming lessons.
- Ensures patron safety by strictly enforcing aquatic facility policies, rules, and regulations.
- Performs CPR, Rescue Breathing or First Aid as needed.
- Provides for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe.
- Informs supervisor of unsafe conditions or activity inside and the areas surrounding the facility.
- Informs supervisor of needed material and equipment.
- Assists in the maintenance of class attendance.
- Communicates daily with participants and their parents, as appropriate, to ensure they are aware of course progress.
- Responds to and resolves inquiries and complaints from patrons or parents.
- Helps in the daily pool equipment setup and clean up after each session.

Other Important Duties:

- Must participate in all in-service training sessions.
- Must attend all Pre-summer orientation meetings and trainings.
- May be subject to working extended or split shifts including mornings, evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge and application of swimming and water safety skills.
- Knowledge of Red Cross instruction techniques and learn-to-swim levels.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in resolving customer complaints and concerns.
- Ability to adapt teaching techniques to various ages, levels of experience, and abilities of participants so participants can meet course objectives.
- Ability to recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Understanding of facility characteristics, rules, policies, and procedures.

Preferred Education, Experience, and Certifications:

- Must be a minimum of 16 years old
- Must possess current American Red Cross, First Aid, and Advanced CPR Certifications.
- Must pass pre-employment drug screen, criminal background, and MVR check.

Environmental Factors and Conditions/Physical Requirements:

Environmental Factors and Conditions/Physical Requirements:

- Work may be performed in an indoor or outdoor aquatic environment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, air and water borne pathogens.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	
Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	

Work Environment

Work performed is primarily:

(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	X
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cash register, cleaning supplies, pool safety and rescue equipment, pool filters, pumps, vacuums, sweepers and department vehicles.

Approved By:


John Chalfant, Assistant Recreation Services Manager


Date


Shannon Allyn, HR Generalist

12/20/2016
Date