



DATE	March 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Swim Instructor
DEPARTMENT/DIVISION: Parks and Recreation
REPORTS TO: Aquatics Coordinator

SUMMARY: Responsible for the teaching recreational classes to patrons; encourages and promotes participation among students; ensures well being of patrons while participating in class; assist Aquatic Coordinator with coordinating daily lesson plan; performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Teaches recreational "Learn to Swim" classes.
- Encourages and promotes participation among students.
- Ensures well being of participant while in class.
- Coordinates daily lesson plan for class with supervisor.
- Compiles class records and certification cards.
- Interacts positively and effectively with participants.
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None

WORKING CONDITIONS:

- Operates phone and copy machine.

KNOWLEDGE, SKILLS, AND ABILITIES:

- o Knowledge of American Red Cross Swim Program or equivalent "Learn to Swim" program.
- o Ability to effectively perform and teach all skills, techniques and strokes associated with each swim level.
- o Understands and follows and gives oral and written communication effectively.

PREFERENCES:

- Water Safety Instructor (WSI) Certification or equivalent.
- First Aid and CPR Certifications.

MINIMUM QUALIFICATIONS:

Swim Instructor

- Completion of the 9th grade.
- Minimum age of 16 years.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug screening
- Must pass criminal history check
- Must be willing to work days and evenings.