

# CITY OF COLUMBIA FALLS

## POSITION DESCRIPTION

APRIL 2002

**POSITION:** Swimming Instructor - Water Safety Instructor

**DEPARTMENT:** Parks/Pool

**ACCOUNTABLE TO:** Pool Manager

**SUMMARY OF WORK:** Non-exempt seasonal position which under general supervision performs water safety and swimming instruction to patrons. Work varies following established guidelines.

**NATURE OF WORK:** Position performs swimming instruction duties. Requires work outdoors in sun, heat, rain and dealing mainly with young people. Must be able to work flexible schedule. Position must be decisive in emergency situations as life may be in danger.

**PERSONAL CONTACTS:** Daily contact with pool patrons and pool employees.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL JOB FUNCTIONS:** Position requires ability to: communicate orally and in writing; teach; perform all swimming skills. Must be certified as: Water Safety Instructor with CPR, and First Aid certifications. **Physical Requirements:** Visually inspect pool; hear distress calls; ability to stand up to two hours, walk or sit; ability to lift/carry up to 35 pounds (greater with assistance); ability to bend/stoop, twist, squat, kneel and climb; and ability to reach at, above, or below shoulder level. Hazards of position may include exposure to hazardous chemicals, body fluids, hot sun, dry skin, and heat related problems

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- ◆ Instructs swim lessons to all ages, beginners through competitive and adaptive.
- ◆ Prepares lesson plans.
- ◆ Completes swimming lesson certificates of students progress.
- ◆ Completes American Red Cross forms.
- ◆ Administers emergency first aid if needed.
- ◆ Abides by department policies and procedures.
- ◆ Completes records and reports.
- ◆ Participates in training.

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- ◆ Reports unsafe conditions and equipment.
- ◆ Assists with lesson registrations.
- ◆ . Checks facility as assigned.
- ◆ . Maintain physical condition & teaching skills.
- ◆ . Complete other assigned paperwork/reporting.
- ◆ . Performs other duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a knowledge of swimming instruction; pool policies and rules; pool safety; CPR and first aid.

**Skills:** This position requires skills in swimming, CPR and first aid.

**Abilities:** This position requires the ability to: teach; work well with children; deal effectively with difficult people; know and follow safety procedures; be aware of and remove hazards; be decisive; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ◆ . High School classes.
- .Must possess Red Cross certification for CPR, First Aid, and Water Safety Instructor.
- .Experience as swimming instructor preferred.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- .Capably provides swim instruction for all ages and levels of instruction.
- .Competently provides for a safe and enjoyable swimming experience for patrons.
- .Competently enforces pool and deck safety and policy rules.
- .Acts decisively and capably in emergency situations.
- .Watches for and removes hazards.
- .Maintains clean pool, deck, and locker room areas.

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