



MARCH 2015
FLSA: NON-EXEMPT

SWIM INSTRUCTOR

DEFINITION

Under general supervision is responsible for the safety of patrons in and around the pool at all times as well as providing safe and thorough instruction to all levels of students enrolled in the City's swim lesson programs. In addition swim instructors are responsible for providing a friendly environment at the pool facility as well as its overall cleanliness.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Services Pool Coordinator.

CLASS CHARACTERISTICS

This is a journey level class in the Recreation Services Division. Incumbents provide swimming lessons to users of the City pool; open and close facilities; ensure facilities are clean at all times; and provide excellent customer service.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Opens and closes City facilities
- Conducts swimming instruction classes at various participant age and skill levels
- Administers practical swimming tests to determine participant levels
- Maintains class participant attendance, activity and progress reports
- Assists with accidents and injuries as directed and completes proper incident and accident reports in detail
- Presents a professional appearance and attitude at all times and maintains a high standard of customer service
- Ensures professional appearance of the facility
- Ensures the facility and its patrons are safe and secure at all times
- Ability to handle issues calmly as they arise including but not limited to building malfunctions, medical emergencies and disgruntled guests
- Performs miscellaneous job-related duties as assigned

QUALIFICATIONS

Knowledge of and Ability to:

- Rules and regulations of facilities
- Speak and read the English language
- Speak Spanish is highly desirable
- Firm understanding of standard safety practices and use of materials and equipment used
- Firm understanding of great customer service practices as well as the ability to handle stressful and intense situations
- Carry out written and oral instructions as well as communicate effectively with Co-workers and the public
- Establish and maintain positive working relationships with other employees, students and General public
- To work independently, prioritize and complete work assignments
- Be attentive to details and ensure the security and safety of the facilities
- Swimming and rescue techniques
- Immediately evaluate emergency situations and respond decisively and effectively
- Administer first aid and artificial respiration according to prescribed methods

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and sufficient experience to effectively instruct children, young people and adults in swimming skills. A typical way of gaining this experience is through previous work in a service related industry.

Licenses and Certifications:

Possession of a current and valid Red Cross Swim Instructor Training Certificate.

Swim Instructor certificate is desirable.

Current and valid Basic CPR Certificate and First Aid Certificate are desirable.

PHYSICAL DEMANDS

Must possess vision near, far and color vision while performing swim instruction; and hearing and speech to communicate in person. Position requires sitting, standing, reaching, bending, stooping, squatting and walking on level and slippery surfaces, work over wet and/or slippery ground at pool. Must be able to lift, set-up and move equipment and supplies weighing up to 50 pounds and stand for a minimum of 15minutes at a time.

ENVIRONMENTAL ELEMENTS

Employees work in an environment with moderate noise levels, outdoors with varied weather, and direct exposure to hazardous physical substances. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.