



**JANUARY 2017**  
**FLSA: NON-EXEMPT**

## **WATER AEROBICS INSTRUCTOR**

### **DEFINITION**

Under general supervision, performs water aerobics instruction duties and enforces all rules and regulations pertaining to various age groups and skill levels as outlined by the American Red Cross and adopted by the Calistoga Community Pool Center facility. Also ensures the safety and well-being of the patrons and visitors at the facility. Some mornings, evenings and weekends required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from Recreation Manager and/or designee(s). Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a specialized classification, performing water aerobics instruction duties in the Recreation Department. Assignments are performed in support of the Recreation Department.

### **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.*

- Maintains continuous surveillance of people in a body of water.
- Provides safety information to people prior to them indulging in a water sport.
- Spots hazards or potential hazards and takes measure to prevent accidents.
- Assists in the enforcement of department safety and operational policies.
- Supervises the conduct/behavior of patrons and spectators, provides instruction on the proper use of equipment and/or pool areas and maintains a safe aquatic environment.
- Knowledge and use of emergency action plans.
- Conducts instructional water aerobics classes for individuals or groups of varying skill and age levels.
- Assists with accidents and injuries as directed and completion of proper incident and accident reports in detail.
- Organizes, leads and evaluates water aerobics instructional classes.
- Presents professional appearance and attitude at all times and maintains a high standard of customer service.
- Maintains good public relations by working cooperatively with the public and employees.
- Attends all in-service and staff meeting as scheduled.
- Completes task checklist during shift.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of basic pool operations and aquatic programs.
- The use and care of lifesaving equipment at a public swimming facility.
- Functions, principles, and practices of recreation services.
- Use of emergency action plans.
- Ability to prepare reports related to facility operations.
- Ability to explain and instruct water aerobics skills to beginner through advanced skill levels of all age groups.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, and City staff.

### **Ability to:**

- Assess and prioritize emergency situations while remaining calm and using sound, independent judgment.
- Demonstrate leadership capabilities.
- Interpret, apply and explain policies, procedures, and regulations.
- Obtain necessary information from individuals in stressful or emergency situations.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Organize own work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person.
- Understand and follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **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:*

Must have a current Standard First Aid Certificate, Calistoga Community Pool Swim lesson Training and/or Water Safety Instruction Certificate from the American Red Cross.

### **Licenses and Certifications:**

- Possession of automatic electronic defibrillator training.
- Possession of a Water Aerobic Certificate
- Possession of First Responder First Aid and CPR.
- Possession of American Red Cross Water Safety Instruction Certificate.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a pool setting and use standard aquatic equipment; and hearing and speech to communicate in person. This position requires standing, walking and sitting between work

areas. Positions in this classification bend, stoop, kneel, reach, and push. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and standing for a period of time at a minimum of fifteen minutes at one time.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an open environment with moderate noise levels, cold and hot temperature conditions, and direct exposure to the sun. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*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.*