

SWIM INSTRUCTOR/LIFEGUARD

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Pool Manager, organizes and instructs swim classes, maintains records and documentation involved with instruction classes, monitors swimmers in the pool area, enforcing pool rules and regulations, preventing accidents and rescuing swimmers in distress during public swim sessions. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Conduct all levels of swim instruction and water safety lessons for participants from ages six months to adult.
2. Assist in curriculum instruction planning and pre-registration program to assess participants' ability levels.
3. Patrol and monitor aquatics facility, watch for accidents and hazards in the pool areas; enforce rules.
4. Responsible for following accepted lifesaving practices and standards including the administering of cardiopulmonary resuscitation (CPR), O2 and First Aid as needed.
5. Assist with facility operations, aquatics competitions and special events throughout the year, including setup and cleanup.
6. Assist with desk reception, telephone support and related customer service activities; accepts registrations, collect fees and process receipts on a City computer.
7. Responsible for meeting all program goals and objectives.
8. Complete accurate reports and documentation of accidents and incidents in pool and pool area.
9. Attend scheduled staff meetings.
10. Assist with routine pool cleaning and maintenance as needed.
11. Responsible for maintaining a safe and clean swimming pool environment.
12. Responsible for maintaining personal fitness sufficient to perform the required duties.
13. Perform other position-related duties designated by the Pool Manager.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Minimum Requirement:

Work Permit may be required if under the age of 18

Possess current and valid certificates from American Red Cross in First Aid, CPR for the Professional Rescuer and Lifeguard Training which must be maintained throughout employment.

Prior experience working with age appropriate groups desirable.

Knowledge of:

Principles and practices of lifeguarding and water safety.

Effective lifesaving techniques.

Advanced and basic swimming strokes, methods and procedures of swimming pool operations.

Effective teaching techniques and practices

Ability to:

Maintain a flexible work schedule, which may include evenings, weekdays, weekends and holidays.

Act quickly, calmly and appropriately in emergency situations; perform lifesaving and rescue activities, including administering CPR, O2 and First Aid.

Convey and instruct the curriculum skills outlined in the aquatics program to children and adults.

Apply functional reasoning in performing semi-routine duties involving standardized work with some choice of action.

Exercise judgement, decisiveness and creativity required in situations involving a variety of pre-defined duties subject to frequent change.

Communicate clearly and concisely, both orally and in writing with internal and external customers and staff.

Learn pertinent City rules, policies, ordinances and program requirements.

Maintain timely and accurate reports pertinent to the aquatics program.

Learn basic pool chemistry.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with those contacted during the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Demonstrated swimming skills that meet the American Red Cross guidelines for aquatics program personnel.

Experience:

Ability to read and write at a level necessary for acceptable job performance, including the ability to follow and to interpret written instructions and to perform basic arithmetic.

Prior experience working with age-appropriate groups preferred.

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License or Certificate:

Possession of a valid ID.

Possession of valid certificates from American Red Cross in Lifeguard Training, CPR for the Professional Rescuer, and First Aid; Water Safety Instructor certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a wet environment that will cause exposure to light chemical substances, such as chlorine. One may be required to rescue swimmers in distress and/or demonstrate beginning through advanced swim strokes. All work activities are performed in a public swimming facility.

Physical: Primary functions require sufficient physical ability and mobility to work in a public swimming facility; may be required to rescue swimmers in distress and/or demonstrate beginning through advanced swim strokes; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds); ability to demonstrate in the water, all of the swimming skills to be taught, ability to lift light equipment used in teaching; and to verbally communicate to exchange information with an appropriate audible voice.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Unrepresented

FLSA Status: Non-Exempt

December, 2002 (Rev. March, 2019)

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Swim Instructor/Lifeguard position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.