



SWIM INSTRUCTOR Nonexempt

GENERAL STATEMENT OF DUTIES: Instructs swimming classes; monitors students' safety; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this classification is responsible for instructing swim classes for beginner to advanced students. Work is performed under the supervision of an Aquatics Supervisor who reviews work primarily on the basis of direct observation and feedback from participants and/or parents. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED (Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Teaches swimming classes using appropriate lesson plans for beginner to advanced students; demonstrates and monitors that swimming skills and techniques are being performed properly and safely.
- Monitors the safety of students and other patrons using the swim center facilities.
- Responds to questions and inquiries from parents regarding child's progress and/or Aquatics programs and activities.
- Maintains appropriate records regarding class participation and students' progress.
- Administers first aid as necessary.
- Attends and participates in in-service trainings.
- Assumes the responsibilities of a lifeguard as necessary.
- Perform other job-related duties or tasks as required.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE: Considerable knowledge of water safety, swim instruction, lifesaving methods, first aid, and emergency procedures.

SKILLS: Swimming skills and techniques; teaching and demonstrating swimming skills; first aid and CPR.

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ABILITIES: Communicate directions/instructions both verbally and by demonstration; work effectively with people of all ages; create a positive learning environment; act calmly and effectively in emergency situations; interpret and implement swim center policies; monitor the safety of students and other patrons using the swim center facility.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 25 pounds on a regular basis such as equipment, inventory, and written materials. Manual dexterity and coordination are required over 50% of the work period. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

EXPERIENCE AND TRAINING: Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

NECESSARY SPECIAL REQUIREMENTS: Possession of or ability to obtain first aid and CPR certification is desirable but not required; possession of or ability to obtain an Oregon Food Handler Permit. Successful completion of Willamalane's Swim Instructor Competence Test training and certification is required. Because this job is considered safety sensitive, a drug screen test will be required prior to employment.