

CITY OF MOORE

Job Description

Swim Instructor (Seasonal)

Job Code: 6629
Exempt: No
Department: Parks & Recreation
Reports To: Aquatics & Fitness Coordinator
Location: Aquatics Park
Date Prepared: December 10, 2018
Date Revised: January 22, 2019

GENERAL DESCRIPTION OF POSITION

To teach and coach people of all ages and abilities to develop swimming skills, technique, and confidence in the water.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain the safety of participants in and around class.
2. To plan and deliver lessons ensuring adherence to the scheme of work and lesson plans.
3. Identify participants' abilities and encourage them to reach their full potential.
4. Plan and deliver session appropriate to the level of swimmer.
5. Provide explanations and demonstrate swimming techniques.
6. Correct faults in swimming techniques and identify ways to improve performance.
7. Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
8. Submit completed report cards, skills sheets and attendance information on time.
9. Evaluates students participating in swim lessons.
10. Submits completed report cards, skills sheets and attendance information on time.
11. Attends mandatory meetings and training sessions as scheduled.

12. Communicate effectively with the lifeguards on duty and act as a team in an emergency.
13. Deliver excellent customer service to all that utilize the facility and serve our diverse population.
14. May serve as a lifeguard if needed.
15. Perform any other related duties as assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities described here 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 functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, talk or hear; and occasionally required to use hands to finger, handle, or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Swimming and water-safety skills
- Teaching swimming and water-safety skills to others
- The Aquatic Park characteristics, rules, policies, and procedures
- Leadership and public relations skills
- Effective communication techniques
- Effective decision-making techniques

Ability to:

- Maintain effective audio-visual discernment and perception needed for: making observations and communicating with others.
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, standing for extended periods of time, engaging in a life-saving act.
- Apply knowledge of swimming and water-safety skills to teach others
- Work independently
- Interact with the public in a positive way

Experience and Training Guidelines

Experience:

Previous experience as a swim instructor is desirable.

Education:

No education required.

License or Certificate:

Must have current American Red Cross Basic Swim Instructor, Water Safety Instructor Certification, or Starfish Swimming Instructor Certification AND CPR for the Professional Rescuer Certification or equivalents within one month of hire date.