

SWIM LESSON INSTRUCTOR

JOB DESCRIPTION

Classification Responsibilities: Swim Lesson Instructor is a service/maintenance classification working in the Aquatics Recreation Programming Section of the Parks, Recreation and Community Facilities Department. Primary duties involve: teaching water safety skills, instructing various age groups in swimming skills organized according to development and ability, and planning activities for each group. The employee is expected to use some independent judgment in scheduling activities and in cases of emergency. Other duties include: completing reports associated with accidents, incidents, and lessons; daily maintenance; first aid; and giving general information on pool hours and general operation to pool patrons. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This seasonal classification is distinguished from the class of Lifeguard and Lifeguard (Swim Lesson Instructor) by the absence of primary responsibilities for rescuing swimmers in danger of drowning, and maintaining order in the pool and adjoining areas. Work is reviewed for results by observation. Employees in this class normally work part-time seasonal (May through August) schedules. This class is supervised by the Pool Manager at the work site, and a Recreation Coordinator (Aquatics). This class is FLSA exempt-recreational establishment (seasonal). This class is FLSA nonexempt (part-time).

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Valid Swim Lesson Instructor or Water Safety Instructor (WSI) Certification requires individuals to be at least 16 years of age and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification by hire date.

Special Requirements. None.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Some (1 - 2 seasons) experience in performing the duties of a Swim Lesson Instructor is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with staff members and the general public in order to give swimming lesson instructions and enforce pool rules for public safety. Completes written documents regarding accidents, incidents, and swimming lessons. Prepares lesson plans, grades tests, and completes course records. Makes daily written entries into a logbook to outline and document the day's activities.

Manual/Physical: Performs resuscitation techniques requiring physical stamina and other first aid measures. Remains outside in 100+ degree temperatures during assigned shifts. Stands and swims in 80-degree water for four, 30-minute periods while instructing and demonstrating swim strokes and other aquatic techniques. Performs maintenance tasks which include: moving high-pressure hoses approximately 200 feet, sweeping and scrubbing bathrooms and pool tile, emptying garbage cans, and setting up and taking down folding chairs and tables. Detects distress calls for possible activation of emergency procedures. Detects chlorine leaks. Inspects the pool facility for unsafe or broken equipment. Observes patron behavior while engaged in swimming lessons for unsafe or improper conduct and possible drowning situations. Meets scheduling and attendance requirements.

Mental: Uses judgment to determine if patrons are safely and properly conducting themselves. Learns job-related material primarily through structured lecture and reading in a classroom setting, with some oral instruction also provided.

Knowledge/Skills/Abilities:

Knowledge of:

the principles and methods used in teaching swimming;
the standard techniques of resuscitation and other first aid measures;
swimming pool sanitary regulations and their use; and
laws and ordinances governing the conduct of people at a swimming pool or swimming area.

Skill in:

swimming;
the application of standard techniques of resuscitation and other first aid measures; and
preparing and presenting training materials at an age-appropriate and skill-appropriate level.

Ability to:

meet, and be firm and effective with the public;
react quickly and calmly in emergencies;
monitor the activities of swimmers and quickly detect problem areas;
deal tactfully and courteously with pool patrons and the general public; and
give instructions in swimming and render first aid to various age groups.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PK/mm/st

CS2908.DOCX (Seasonal)

PAY GRADE: 34

CS3120 (Part-time)

PAY GRADE: 34

CS3121 (Part-time, Non-benefited) PAY GRADE: 34

EEO-S/M

IND-9063

JOB FCTN-PAR

SWORN-No

INCREMENTS 96-200