

Swim Instructor

Department:	Recreation/Aquatics
Supervisor:	Swim Lesson Coordinator
Wage:	\$8.00 to \$10.00 per hour
Hours:	10+hours per week – Monday through Friday
Season:	May to September
Age:	15 years of age and older
Last Revised:	October 2018

Overview

Swim Instructors provide safe and effective swimming instruction to preschool through adult age groups in group lesson settings. Swim Instructors represent the City of Marshalltown Parks & Recreation Department in a professional and exemplary manner under all circumstances. Work involves performance of no supervisory duties.

Essential Functions and Duties

- Overall responsible for the safety and education of all students
- Attentive to the students at all times and prepared to respond to any and all issues that occur in or around the facility
- Provide fair and consistent instruction to all students in adherence with the Marshalltown Family Aquatic Center and the guidelines set forth for group swim lessons
- Complete all paperwork, including individual participant report cards, skill sheets, and incident and accident reports in a timely manner and submit them to the Lesson Coordinator.
- Report paperwork needs to be given to the Lesson Coordinator
- Inform the Lesson Coordinator of problems with the teacher to student ratio for all classes
- Attends regular in-service trainings
- Reacts to questions and concerns of the parents and directs problems to the Lesson Coordinator
- Provides discipline in a firm yet fair manner, following established procedures for all students
- Demonstrate professionalism by acting both as a role model and supporting the decision of fellow staff and administration
- Keep effective lines of communication open between you your staff and your supervisor
- Report any problem areas in regards to the maintenance of the pool, locker rooms, filter rooms, chemical feed room and deck area to the Lesson Coordinator

Qualifications

Education, experience and skills:

- Current certification as a CPR and First Aid with American Red Cross.
- Complete knowledge of an ability to demonstrate all strokes and skills related to the Learn-to-Swim Program.

- Good physical condition, alert and able to deal with students of all ages in a tactful and positive manner.
- Swimming experience is recommended but not required
- Staff under the age of 16 will follow the Iowa Division of Labor Child Labor rules.

Physical, mental and environmental requirements:

- Position requires light to medium work, exerting up to 20 to 50 pounds of force occasionally and up to 10 pounds of force constantly.
- Some climbing, pulling, kneeling, stooping, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is also required on a regular basis.
- Visual perception range includes working at distances close to the eyes.
- Must be able to follow written, oral, or diagrammatic instructions, while using several concrete variables.
- Position requires exposure to both inside and outside conditions and noise.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.