



**Job Description**  
**Swim Instructor II**  
**Part-Time**

**MISSION STATEMENT:**

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

**SCOPE OF POSITION:**

General Statement of Duties: Performs a variety of duties associated with instructing or leading aquatic programs. Employees at this level provide specialized instruction and program supervision which may include the coordination of schedules and activities in assigned area.

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|------------------------|--|
| Supervision Received:  | Works under the direction of the Recreation Coordinator - Aquatics |
| Supervision Exercised: | N/A  |
| FLSA Status:           | Non-Exempt Hourly  |
| Salary Range:          | \$15.85 - \$18.50 / Hr   |

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs a variety of duties associated with instructing or leading aquatic programs.
- Provides a safe, effective and supportive learning environment for diverse participants with varying skill level.
- Stays abreast of latest trends and techniques in areas of expertise. Evaluates class effectiveness and recommends new classes or techniques.
- Plans class curriculum and conducts individualized or group instruction in areas of expertise.
- Uses knowledge and expertise to modify class activities for various participant skill levels.
- Sets up and tears down required program equipment.
- Maintains program related records and reports, including accurate class attendance records.
- Provides exceptional guest service to all participants. Responds to information requests, comments and complaints from participants.
- Maintains frequent communications with other staff within the Community Center and District and reports any issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Ensures the safety of guests and program participants by enforcing all rules and policies with staff and guests.
- Attends and participates in staff meetings and trainings.
- May participate in or develops marketing material for events and programs.
- May be considered as a subject expert for area of specialization and may train other staff on specific knowledge.
- Performs other related duties as assigned.



## **QUALIFICATIONS:**

### **Education and Experience:**

- Must be a minimum of 16 years of age
- One year related experience preferred
- Must successfully pass all required employment screens that may include but not be limited to:
  - Drug screen
  - Criminal Background Check

### **Necessary Knowledge, Skills and Abilities:**

- Current First Aid, CPR and AED certification
- Current Starfish Aquatic Institute Swim Lesson certifications or equivalent.
- Bloodborne Pathogens Training

\*All applicants must be able to obtain required certifications within 30 days of employment

## **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of the current principles, practices, teaching methods and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Knowledge of applicable federal, state, and local laws regulations, ordinances, and policies.
- Ability to demonstrate swimming skills and comfort in all depths of the pool.
- Ability to plan and organize safe and effective class curriculum and activities. Ability to effectively present class curriculum, demonstrate proper techniques and respond to questions specific to the program of instruction.
- Ability to adapt class activities to meet for a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to maintain certifications.
- Ability to provide outstanding customer service in a fast paced, chaotic environment to a diverse guest population.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guest and other recreation staff under stressful circumstances.
- Ability to establish and maintain effective working relationships with supervisors, peers, and District staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce all rules, regulations and policies. Ability to recognize safety hazards and sanitation issues and to notify supervisors.
- Ability to operate all assigned equipment safely; ability to set up, maintain and tear down activity related equipment.
- This position is subject to the Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.



**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.



**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have reviewed the Swim Instructor II job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_