



## **CLASSIFICATION DESCRIPTION**

**TITLE: Swim Instructor**

**JOB CODE: 4 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to ensure the safety of patrons at the City's public swimming facility. Employees in this classification perform at entry staff level are responsible for monitoring planning, coordinating and teaching learn-to-swim and water safety courses. Employee assists in maintaining pool and surrounding facility area. Objective is to ensure safety and general welfare of the general public engaging in all swimming activities through instructing patrons.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs responsible protective service work ensuring the safe use of the swimming facility by patrons.
- Enforces pool and water safety rules in a tactful and effective manner.
- Instructs enrolled students in water safety utilizing the American Red Cross Learn-to-Swim Levels or YMCA Swim level programs and teaches course material effectively, completing the all course material for each level.
- Adapts teaching style to the age, experience and ability of participants so they can meet course objectives.
- Ensures the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe.
- Communicates regularly with program participants and their parents, as appropriate, to ensure they are aware of progress.
- Responds effectively in emergencies in accordance with facility emergency action plans.
- Enforces all aquatic facility policies, rules and regulations.
- Completes records and reports fully, completely and in a timely manner.
- Participates in in-service training sessions as required.
- Retrieves and places pool equipment and teaching materials in appropriate storage after each

session; monitors weather conditions to ensure timely retrieval of materials and equipment.

- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED (or current student); supplemented by a demonstrated ability to perform the physical requirements of the position; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain current American Red Cross or YMCA Water Safety Instructor's (WSI) Certification.

Must possess and maintain current CPR and First Aid Certifications.

Must possess and maintain AED for the Professional.

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of current principles and practices of water safety and instruction work.
- Skill in safe First Aid methods, procedures and practices.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with frantic individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job some tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing, walking and/or swimming.
- Emergency tasks and training involve the performance of physically demanding work, which may involve some combination of running, climbing or swimming, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.