

## **Swimming Instructor**

### **SUMMARY**

Under the direction of an assigned supervisor, Swimming Instructors are responsible for providing instruction on swimming techniques and water safety to patrons at the Tukwila Pool. A Swimming Instructor must be at least 16 years of age and hold a valid First Aid/CPR certificate (may be earned during the training period).

### **MINIMUM QUALIFICATIONS**

- Minimum age: 16 years (no maximum)
- Strong swimming ability required.
- Work well with children
- Must pass an FBI & Washington State Patrol background check

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A Swimming Instructor's main duty is to provide quality swimming instruction and water safety training.
- Swimming Instructors are key in preventing accidents; minimizing or eliminating hazardous situations; responding quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life).
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incidents.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- Attend monthly in-service trainings and meet all training requirements.
- Interact with pool patrons, including parents of students, in a manner that is pleasant and respectful at all times.
- Clean one or more areas in the facility every shift.
- Assist with equipment set up and clean up for classes, activities and rentals.
- Act as customer service representative at the front desk as needed; provide information to the public, take messages, refer calls or visitors to the appropriate personnel.
- Maintain regular, reliable, and punctual attendance.
- Other duties as assigned.

**Swimming Instructor (continued)**

**SWIMMING INSTRUCTOR TRAINEE PROGRAM**

- Swimming Instructor candidates will be educated on how to provide quality swimming instruction and water safety training to meet the standard of the Tukwila Pool. This training may take several weeks, and candidates will be paid during the training period.
- Candidates will be certified in First Aid/CPR during the training period and may have the opportunity to earn an American Red Cross Water Safety Instructor Certificate.
- At the conclusion of the training period, candidates may be offered a staff position as a Swimming Instructor

**PHYSICAL DEMANDS & WORKING ENVIRONMENT**

- The physical demands 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.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, 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. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- 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.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

**HOURS, WAGE & BENEFITS**

- This position is classified as part-time, and temporary. Typical schedule may include night and weekend shifts. Swimming Instructors generally work between 10 and 20 hours per week depending on the applicant's availability.
- Rate of Pay: \$13.50 per hour for new hires with no previous experience as a Swimming Instructor. Experienced Swimming Instructors are eligible for a higher rate in keeping with the Tukwila Pool Metropolitan Park District pay structure.
- Benefits: Benefits include a family pass to the facility and employee discount on food purchases. No other benefits apply.

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Employee Signature

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Date

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Employee Printed Name