

CITY OF LOMPOC

PT RECREATION SWIM INSTRUCTOR**DEFINITION/CLASS CHARACTERISTICS:**

Under general supervision, to organize and instruct swim classes, observe swimmers in the pool area, and respond to unsafe conditions or potential hazards; maintain a supportive and positive atmosphere for all individuals in a courteous and respectful manner; provide direct leadership, instruction, and motivation for students in swim classes; and perform related work as required.

Incumbents will work a varying schedule of hours, which may include early mornings, nights, weekends, and holidays.

LICENSE/CERTIFICATIONS REQUIRED:

Current possession of the following certifications:

- Basic Life Support (Professional Rescuer CPR/AED) and First Aid
- YMCA Swim Instructor or American Red Cross Water Safety Instructor certification or be able to obtain certification within the first six months of hire

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this position. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Instructs swimming lessons in accordance with the Aquatic Center guidelines, having prepared lesson plans accordingly, and supports program participants in achieving their goals.
2. Maintains a level of professionalism and develops positive relationships with program participants and colleagues; encourages parent, guardian, or caregiver involvement.
3. Conveys information on aquatics programs and schedules and as appropriate refers program participants and families to other programs offered at the facility.
4. Maintains records as required (i.e. attendance, progress reports).
5. Prepares and puts away appropriate equipment for each class; keeps equipment organized; reports damaged equipment to supervisor.
6. Assists other aquatic staff in emergency situations.
7. Ensures that safety standards are met, and that department and facility policies are adhered to including emergency and safety procedures; completes incident and accident reports as necessary.
8. Attends all staff meetings and in-service trainings.
9. Provides training and supervision to class aids as assigned.

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10. Assists in Recreation Division activities and special events.
11. Performs other duties as assigned.

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein 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.*

PHYSICAL: Heavy Work – Occasionally lifting, carrying, and or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. May involve significant standing, walking, sitting, bending, stooping, pushing, pulling, handling, gripping, grasping, twisting at the waist, reaching at, above and below shoulder level, extending neck upward, downward, and side to side, climbing stairs, crouching, and kneeling.

- Ability to lift equipment, and to lift a small to average size child.

Mental/Psychological: Works cooperatively and interacts appropriately with those contacted in the course of work, including the general public; responds quickly to changing priorities; communicates effectively orally; performs effective multi-tasking; utilizes basic reading, writing, and math skills; understands, remembers, and carries out job instructions; knows, understands, and consistently applies safety rules, policies, and guidelines; works under pressure; works within deadlines.

- Ability to instruct and observe participants in proper stroke techniques.
- Remain alert with no lapses of consciousness.
- Maintain calm and practice good judgment in stressful and emergency situations.
- Model professionalism and relationship-building/customer service skills in all interactions.
- Effectively communicate with patrons, city and facility staff using authority, diplomacy, and sensitivity.

MINIMUM QUALIFICATIONS:

Minimum Age: Must be at least 16 years of age.

Knowledge of: Beginning through advanced swim strokes; swimming and water safety principles and practices; First Aid principles and practices; appropriate safety precautions and procedures, simple recordkeeping; and safety rules, policies, and guidelines for the Aquatic Center.

Ability to: Teach swimming and water safety skills, organize and conduct a variety of aquatic programs; maintain accurate records and prepare reports; demonstrate swim instructor skills in accordance with the Lompoc Aquatic Center, YMCA, or American Red

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Cross standards; and establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience which would provide the required knowledge, skills, and abilities.

Est. 9/2022