



## **MONTROSE RECREATION DISTRICT (MRD)**

### **Swim Instructor (Revised 1.31.2022)**

Wage Range \$13.16 - \$15.17

#### **General Statement of Duties:**

This position is responsible for plans, schedules, and implements swimming and water safety instructional programs for a diverse range of participants. Instructors may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

**Supervision Received:** This position will report to the Recreation Coordinator-Aquatics, Recreation Leader-Aquatics, and Head Guard.

**Supervision Exercised:** This position will oversee swim assistants.

**Essential Duties:** *The following are examples of primary duties assigned to this position. Other related duties may be assigned.*

- Implements swimming and water safety instructional programs
- Prepares and delivers technical guidance, age-appropriate and skill-focused lessons based upon participant abilities.
- Ensures the safety of students and participants through the use of safe instructional practices
- Receives and responds to questions, concerns, and complaints from patrons.
- Identifies issues and resolves or refers to higher-level staff as appropriate.
- Works collaboratively with participants and aquatics staff to ensure a positive learning environment.
- Inspects and maintains swimming and pool equipment for functionality
- Ensures proper placement and availability in the pool area, recommends maintenance, and repair as needed.
- Assists with MRD special events as needed.
- Maintains program records and files and performs related work as required

#### **Qualifications:**

##### **Experience & Knowledge:**

- Principles and practices of effective swimming techniques, goals, and objectives.
- Relevant laws, rules, regulations, policies, and procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Principles and practices for providing high level customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications related to work.

- Plan, organize, and implement swimming and water safety classes.
- Learn, monitor, and enforce relevant laws, rules, regulations, policies, and procedures.
- React to and handle emergencies in a safe and effective manner.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work in an efficient, effective, safe, and timely manner.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

**Education or Training:**

- Prior experience participating in aquatics programs or performing Swim Instructor duties preferred.

**License and Certification:**

- American Red Cross Water Safety Instructor certification, or the ability to obtain certification when a class is offered.
- American Red Cross First Aid, CPR, and AED preferred.

**Work Environment:** Work is primarily performed within a public swimming pool environment, where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture or children and adults. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim while wearing an appropriate uniform with protective equipment. Vision and hearing must be sufficient to see and hear adults and children in crowded and noisy conditions and/or situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or by using a telephone and radio. Ability to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances and dive to pool depths, as determined by testing/certification authorities.

**Physical Conditions:** Primarily works indoors and outdoors in a pool environment with wet and slippery conditions, and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.