

SWIM INSTRUCTOR I  
PART TIME, TEMPORARY

DEFINITION

To provide swimming instruction.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in conducting classes at all participant skill levels (beginning through advanced) and supervise the conduct of swimmers in City pools in order to maintain a safe environment.

Maintain discipline and orderly conduct among patrons and enforce all pertinent City pool rules and regulations.

Instruct participants in various aquatic techniques.

Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.

Prepare daily lesson plans for assigned swim instruction classes.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and techniques of swimming instruction appropriate for various age groups.

Principles and practices of water safety and swimming rescue techniques.

Proper stroke mechanics.

Principles and techniques of first aid and CPR.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables and carry supplies; lift or carry weight of 45 pounds or less.

Prevent accidents and conduct effective rescues.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR.

Work outdoors in a variety of weather conditions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Promote and enforce safety procedures including proper use of equipment.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

None required.

Training:

Equivalent to completion of the tenth (10<sup>th</sup>) grade or fifteen (15) years of age.

License or Certificate

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Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.

Possession of Roseville Swim Instructor I certification.

05-07-19

1-24-19

07-03-18

07-04-09

12-18-99      Aquatics Specialist I

01-20-95      Lifeguard