

Department: Parks and Recreation
Position: **Swim Lesson Coordinator**
Accountable To: Pool Manager, Parks/Rec. Director
Supervision exercised: Water Safety Instructors, Volunteers
Position Objective: Provide on deck oversight of the swim lesson program
Appointment Type: Seasonal Part-time
Compensation: \$12.60+ per hour DOE, incentives available for applicants certified as American Red Cross Lifeguards.

Duties and Responsibilities:

Greet participants as they enter the facility, introduce them to instructors, and answer general inquiries about the swim lesson program. Assist and provide correction to Water Safety Instructors to ensure delivery of high-quality swim lessons. Assist Aquatics Manager with assignment of classes, entering course records and evaluating instructor performance. Other duties as assigned.

Skills:

Strong interpersonal skills, knowledge of facility policies and procedures, as well as American Red Cross Learn-to-Swim guidelines and policies. Ability to work with a wide range of abilities and ages. Must demonstrate leadership skills.

Mental Demands:

Ability to maintain composure and act responsibly in stressful situations. Must maintain a positive, encouraging attitude.

Experience:

Minimum of 1 year, or multiple summer seasons of experience as an American Red Cross Water Safety Instructor.

Education:

No requirements

Working Conditions:

Ability to work outdoors with prolonged exposure to sun, heat, and pool water. Occasional inclement weather such as cold, and rain may be encountered. Exposure to blood or other body fluids may occur.

Physical Demands:

Ability to properly demonstrate swimming skills to the Red Cross Learn-to-Swim level 4 standard. May be required to lift 50+ lbs.

Contacts:

Pool staff, parks and recreation staff, other city employees and the general public.

Special requirements:

Must be at least 18 years of age. Must be a certified Red Cross Water Safety Instructor. May be required to successfully pass a post-job offer drug screening and background check.