

City of Franklin

JOB TITLE: Swim Instructor

2011

DEPARTMENT: Parks and Recreation Department

STATUS: Part-Time, Non Exempt

JOB SUMMARY: Responsible for planning, coordinating and teaching learn-to-swim and water safety courses

MAJOR DUTIES:

- Be familiar with American Red Cross Learn-to-Swim levels and other Red Cross water safety courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience and ability of participants so they can meet course objectives
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe
- Cover all material required in a level
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Enforce all aquatic facility policies, rules and regulations
- Complete records and reports
- Participate in regular in-service training sessions
- Display an outgoing personality, enabling him/her to relate well to participants and parents.
- Return all teaching materials to proper storage.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership and public relations skills
- Communication skills
- Decision-making skills
- Knowledge of the functions, operating methods and care required of the equipment used
- Knowledge of the work hazards, safety practices relating to equipment operation.
- Ability to understand and follow oral and written instructions.
- Ability to deal tactfully with the public and others in providing information, answering questions and providing customer service.

SUPERVISORY CONTROLS: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed and specific instructions. The employee works as instructed and consults with a supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work that may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give back facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

Employee is frequently exposed to outside weather conditions.

Employee is occasionally exposed to high, precarious places.

Employee is exposed to fumes or airborne particles, toxic or caustic chemicals.

Employee is exposed to extreme cold, extreme heat.

Employee may perform duties that involve potential risk of exposure to blood-borne pathogens.

Employee works indoors as needed.

The noise level in the work environment is usually loud.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

MINIMUM QUALIFICATIONS:

- American Red Cross Water Safety Instructor
- Knowledge and level of competency commonly associated with the completion of a high school diploma or equivalent.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the job or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.