



### **SUMMARY**

Under general supervision, instructs students on water safety and proper swim techniques based on thorough knowledge of the designated swim School curriculum. The Swim Instructor plays a key role in promoting water safety, skill development, and positive aquatic experiences for community members of all ages. This position is responsible for planning and delivering high-quality swim instruction in accordance with agency standards and established curriculum. Instructors create a safe, inclusive, and engaging learning environment while maintaining strong communication with participants, parents, and staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Exercises no supervision over staff.

### **DISTINGUISHING CHARACTERISTICS**

Swim Instructors deliver swim lesson programs and water safety to all participants. Swim instructors will deliver age-appropriate and skill-focused lessons based upon participant abilities. The right individual enjoys working with people, is patient, inspiring and motivating

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties and Responsibilities include the following.

1. Provides swim instruction based on the designated swimming school curriculum currently Star Guard.
2. Enforces safety rules and regulations to prevent accidents. Makes rescues and administers first aid when necessary.
3. Evaluates students' progress. Completes required paperwork in a timely manner.
4. Interacts with parents/guardians on the activities and development of students' swim skills.
5. Uses problem solving/creative thinking skills to identify and resolve challenges that students encounter.
6. Inspects pool areas before and after each class for possible maintenance, cleanliness or damage issues and reports issues to management as appropriate.
7. Maintains and ensures proper storage of all pool equipment.
8. Places and removes lane lines.
9. Reports accidents and incidents to management. Completes required documentation and paperwork
10. Occasionally performs light cleaning duties such as window washing, deck mopping, trash removal etc.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Must be 18 years of age or have graduated from high school by first working shift.
- One season of experience performing swimming instruction.

#### **Knowledge of:**

- Principles and techniques of water safety and competency. .
- Proper opening, closing, and aquatics facility set-up procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Principles and practices for providing a high level of customer service.



- Ability to assess participant abilities.

### **Ability to:**

- Learn and understand the organization and operation of the District's aquatics facilities.
- Learn, monitor, and enforce relevant laws, rules, regulations, policies, and procedures.
- React to and handle swimmer rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain order and safety in a crowded and noisy environment.
- 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.
- Maintain constant vigilance to ensure participant safety in and around the water.
- Use English effectively to communicate in person, over the telephone, and in writing.

### **Licenses and Certifications:**

- Must have successfully completed and passed the Starfish Aquatic Institute Water Safety Educator Certification by first shift.
- Must have obtained CPR for professional rescuer, first aid, and AED certification by first shift.

### **PHYSICAL DEMANDS**

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 who may require removal from the pool, and to stay in the pool for prolonged periods. 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. Finger dexterity is needed 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, and to lift 150 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work 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 while rendering first aid and CPR. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test.
- Work Permit if applicable.



Livermore Area  
Recreation and Park District  
*An independent special district*

## SWIM INSTRUCTOR II

### **CLASSIFICATION DETAILS/HISTORY**

FLSA Status: Non-Exempt