

City of La Grande  
Swim Instructor

<b>Department:</b> Aquatics	<b>FLSA Status:</b> Non-Exempt
<b>Accountable to:</b> Recreation and Aquatics Superintendent	<b>Representation:</b> Non-represented
<b>Supervises:</b> N/A	<b>Adopted:</b> March 22, 2022
<b>NCCI:</b> 9102	

**GENERAL POSITION SUMMARY:**

The Swim Instructor is responsible for providing swim instruction in the Veteran's Memorial Pool. This position ensures safety by supporting the lifeguard in enforcing all rules, regulations, and policies during class times.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

**(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)**

- Instructs and assesses varied levels of aquatics skills to a variety of age groups.
- Follows instructional objectives and lesson plans for each class.
- Cautions swimmers regarding unsafe practices and safety hazards; enforces and adheres to pool rules and regulations in a friendly and helpful manner.
- Uses excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Completes reports and records as required.
- Performs general housekeeping duties in and around the swim facility including janitorial tasks.
- Attends all in-service training, orientations and staff meetings as required.
- Follows all rules and safety procedures established for the work areas.
- Attendance at work is an essential function of this position.
- Provides positive customer service to patrons including collecting registrations and fees, answering phones, conducting classes, and address miscellaneous facility issues.

**NON-ESSENTIAL RESPONSIBILITIES:**

- Provides assistance to other staff as workload and staffing levels dictate.
- Maintains work areas in a clean and orderly manner.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives immediate supervision from higher level staff.

**SPECIFIC JOB SKILLS:**

## MANDATORY REQUIREMENTS:

The following is for illustrative purposes and is not all inclusive:

Knowledge of:

- Basic swim strokes and ability to perform them in class.
- Knowledge of safe aquatic practices.
- Lifesaving methods and procedures, including First Aid and CPR and skill in their application.
- Customer service standards and procedures.
- Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program or be willing and able to learn within 2 months.

Ability to:

- Work flexible hours, as required by seasonal needs.
- Work well in a group situation as well as individually.
- Establish and maintain effective working relationships with other employees and the general public; meet and respond to public in a courteous, effective manner; and exercise good judgment, tact and maturity in resolving problems.
- Communicate effectively orally.
- Follow routine verbal and written instructions.
- Perform First Aid and
- Perform Lifesaving functions of injured children and adults.
- Assess and act upon emergency situations that may be stressful and chaotic in a calm and effective manner, which would require incumbent to administer CPR and emergency medical techniques and skills.
- Learn and teach the Veterans' Memorial Pool Learn to Swim Program.

## **EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

- Valid Certifications in, CPR/AED, and First Aid or the ability to obtain them within 2 months of hire Courses can be given in house. These certifications may not expire during the term of employment.
- Must be 15 years of age or older.

## **WORKING CONDITIONS:**

The primary place of work for this position is at the La Grande Veterans' Memorial Pool facility, which includes two indoor pools, and an outdoor splash pool and staff offices. This facility is usually busy due to the high volume of persons entering the building. This position often requires irregular work hours, and the work schedule may change on short notice. Employees in this position must be available for evening, and weekend, work schedules as well as daytime summer availability.

Mostly working indoors in a pool environment and in an environment that is quite busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Employees may be in the water for long periods of time and exposed to a variety of environmental elements, including: dust, noise, pool chemicals and other irritants. On occasion, may have to deal with distraught or difficult people.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk and hear. The employee is occasionally required to use handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision and the ability to adjust focus.

**OTHER:**

Confidentiality needs to be maintained do to personal and confidential information gathered when registering guests for pool memberships.

 3/22/2022  
City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations.

\_\_\_\_\_  
Employee/Date

