

LIFEGUARD/SWIM INSTRUCTOR

PURPOSE OF CLASSIFICATION

Employees in this class are under supervision of the Wellness and Aquatics Coordinator, Pool Manager, and Head Lifeguard. Provides quality swim instruction for the community to assist them in achieving their swim goals. Other job duties may be assigned.

EQUIPMENT/JOB LOCATION

Employee will use various swim props, floats, and personal safety devices to help the community learn to swim. Job location will be at the Gilley Pool. Employee will also utilize swimming pool equipment to include, but not be limited to: pool vacuum and janitorial equipment, AED, rescue equipment, and mannikins.

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Recognize and respond effectively in emergencies.
- Enforce swimming pool rules and regulations.
- Monitors all activities in the swimming pool.
- Identify and assist patrons in need or having difficulties.
- Completing Inservice training at a minimum of four hours per month, and be able to identify a distressed swimmer and respond in DROP drill scenarios.
- Plans and organizes personal class teaching outlines, methods, and goals that support the general teaching outlines provided by the McMinnville Swim Lesson Program.
- Ability to adapt your teaching approach to match the experience and abilities of the participants.
- Organizes and directs activities of assigned students in order to provide high level of quality instruction for all students.
- Ensures that all class students are registered and on the class roster prior to beginning class.
- Establishes a first name basis with students and positive public relations with parents/guardians of class students helping them recognize and understand swimming developments and achievements.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Completes and submits records and documentation of completed lessons to the Aquatics Coordinator.
- Works with the Aquatics Coordinator on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and skill levels.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Arriving to the facility early enough to prepare for that days sessions and ready to greet the class;
- Have all necessary equipment ready before participants arrive;
- Sharing educational information with your class by staying up to date on recent research developments in the water safety field;
- Report any equipment/facility problems to Aquatics Coordinator or Pool Manager;
- Helps maintain cleanliness of the pool deck, bathhouse, and concession area, in the pool, outside the pool gate, and the pool office area.
- Assist with pool special events and programs.
- Performs miscellaneous duties as assigned by management.

REQUIRED KNOWLEDGE AND ABILITIES

- Must act and represent the City of McMinnville in a positive and professional manner
- Maintain outstanding aquatic skills and proficiency
- Ability to remain alert, attentive, and responsible
- Ability to communicate effectively with children and adults
- Attend regularly scheduled inservices and trainings as necessary
- Maintain communication with other aquatics team members and your supervisors.
- Communicate clean and concise information to students, parents, and guardians.
- Adhere to all Gilley Pool guidelines, rules, and policies.
- Thorough knowledge of proper rescue techniques and proper use of rescue equipment
- Must be able to perform water rescues, give CPR, use an AED, and basic first aid.

Minimum Training and Experience Required to Perform Essential Job Functions

Any combination of training and experience equivalent to:

- At least 16 years old at time of hiring.
- Must possess and maintain a valid Tennessee operator's license.
- Must be able to maintain training in swim instruction.
- Must be able to maintain an American Red Cross Lifeguard Certification that includes First Aid/CPR/AED

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, calculator, copy machine, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of forty-five (45) pounds of force

occasionally, and/or up to twenty-five (25) pounds of force frequently. Physical demand requirements are at levels of those for moderate work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical or administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, direction, instructions, and methods and procedures related to the job of Group Fitness Instructor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Group Fitness Instructor.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Require the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Group Fitness Instructor.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change.

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