

JOB OPENING

PART-TIME SWIM INSTRUCTOR

The Town of Wytheville is accepting applications for the part-time position of Swim Instructor at the Wytheville Community Center. **Desired Qualifications:** The successful candidate should be able to organize and teach lessons as assigned according to American Red Cross standards and curriculum. Enforce all safety rules and maintain discipline while using the swimming pool. Coordinate swimming lessons and administer lifesaving and emergency techniques covered by certification. Maybe asked to teach private swimming lessons or occasionally assist with the Wytheville Waves Swim Team. **Education and Experience:** Must have an American Red Cross Water Safety Instructor Certification. Swimming experience is preferred. **Required Qualification:** Successful completion of the American Red Cross Water Safety Instructor Program. **Salary Range:** \$15.00 per hour. Application packages are available from the Human Resources Department at the Town Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. weekdays, or the application is on the Town website www.wytheville.org. Applications will be received until the positions are filled. **THE TOWN OF WYTHEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

POSITION DESCRIPTION

Class Title: **Swim Instructor**
Department: Parks and Recreation
Worker's Comp Group No.: 054
Date: April 7, 2005

GENERAL PURPOSE

Performs safety work in teaching American Red Cross Swimming Lessons.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED

Water Safety Instructor Aides

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Organizes and teaches American Red Cross Swimming Lessons as assigned according to American Red Cross standards and curriculum; Test program participants for swimming skill levels and maintains all records as mandated by American Red Cross.
- 2) Enforces all safety rules and maintains discipline while using the swimming pool.
- 3) Reports definite as well as potential physical hazards in unsafe conditions of the facility.
- 4) Coordinates all swimming lessons. Makes lesson plans.
- 5) Assists in the preparation of publicity; Responds to public inquiries about swimming programs made by the public; Promotes interest and provides information regarding swimming programs to the general public.
- 6) Administers lifesaving and emergency techniques covered by certification.

PERIPHERAL DUTIES

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Must hold a current Water Safety Instructor Certificate from the American Red Cross.

Necessary Knowledge, Skills, and Abilities:

- A) Ability to effectively teach swimming lessons; Ability to effectively enforce safety and health regulations relating to a swimming program; Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors,

and the general public; Ability to communicate effectively orally; Ability to give and understand oral instructions.

- B) Ability to meet and deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; Ability to handle stressful situations.
- C) Working knowledge of the equipment necessary for teaching swimming lessons.

SPECIAL REQUIREMENTS

Successful completion of the American Red Cross Water Safety Instructor program.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Swimming teaching aids, phone, emergency equipment.

PHYSICAL DEMANDS

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference check; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Town Manager

Effective Date: 4/7/05

Revision History: April 6, 1995
April 7, 2005
September 17, 2013