

# South Jordan City

## Job Description

<b>Title:</b>	<b>Swim Instructor</b>	<b>Effective Date:</b>	<b>12/21/17</b>
<b>Org:</b>	<b>230270</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>S-4</b>	<b>Workers Comp:</b>	<b>Municipal</b>

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Provide a safe environment for all patrons of the pool area. Organize and teach swimming lessons.

### SUPERVISOR

Aquatic Supervisor

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Scan assigned area to prevent possible accidents, and monitor the health and safety of patrons in and around the pool area; educate patrons and swim lesson participants of rules; and perform duties appropriately, using proper techniques and procedures.

Prepare and complete all records and reports accurately.

Assist with aquatic programs; organize and teach swimming lessons to patrons using time wisely and implementing all needed safety regulations; create lesson plans; keep paperwork up to date, completed accurately, and submitted on time; clean up area after each shift.

Demonstrate and teach swim strokes effectively; may assist with other classes when not teaching.

Inform parents of each student’s progress; maintain a polite and attentive demeanor to all patrons, parents, and children.

Attend regularly scheduled staff meetings and in-service training; pass all skills in the in-service trainings, as required.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education & Experience:

- American Red Cross: (\*Equivalent)
  - Lifeguard
  - First Aid
  - CPR/AED
  - Water Safety (may be substituted for experience)

\*Ellis and Associates or Star Fish Certifications

2. Special Qualifications:

Must be at least 16

3. Knowledge, Skills, and Abilities:

Ability to pass lifeguard swim test (300 yards) and treading test (2 Minutes)

Knowledge of swimming techniques.

Ability to communicate verbally and in writing with patrons, co-workers and supervisors in a professional manner.

Ability to communicate effectively with all age groups: handle complaints and enforce pool regulations, in a firm manner while maintaining good public relations.

Ability to make reasonable choices in difficult situations, react calmly to stressful situations and help resolve conflicts that may arise.

Must be able to report to work promptly and continue work until the end of the required shift.

4. Working Conditions:

Moderate physical activity. Required to push, pull or lift medium weights. Uncomfortable working positions such as stooping, crouching and bending. Moderate physical exertion may be present due to the possibility of water rescues. Some uncomfortable working conditions due to warm temperatures, humidity and noise. Moderate mental pressure and fatigue exist during a normal workday due to constant supervision of children and adults. Intermittent stress as a result of human behavior. Evening, weekend and holiday work required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Fitness Center</b>	<b>EEOP Class:</b>	<b>PS/non-sworn</b>
<b>Group/BU:</b>	<b>Part Time Pay Plan</b>	<b>Tech-Net Match:</b>	