

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Sr. Aquatics Instructor
Reports to: Aquatics Program Coordinator
Position Status: Part Time
Payroll Status: Hourly

JOB SUMMARY

Provides general administrative and program support in the maintenance and monitoring of the aquatics program and staff, or may provide specialized training, such as FIT or American Red Cross Instructor training. Instructors will be held to the upmost standard regarding customer service, leadership, and providing a positive experience for all participants.

ESSENTIAL JOB FUNCTIONS

- Create Block and Lesson plans for teaching swimming and aquatic safety skills according to Red Cross Water Safety program.
- Portray a positive public image.
- Provide safe, appropriate and challenging swimming and fitness activities for participants in classes.
- Provide mentoring and coaching to new Aquatics Instructors and Lifeguard Instructors and Lifeguards
- May observe classes taught by Aquatics Instructors
- Maintain classroom and water sessions to the ARC standards
- Create in-services that help mentor and evaluate guards and instructors
- Always be on the watch for potentially dangerous situations around the pool.
- Full working knowledge of policies and procedures, including the facility Emergency Action Plan
- Attend all in-services as required
- Keep accurate records on and paperwork, including timesheet.
- Maintain certifications as required by governing agency.
- Responsible for organizing class area and teaching aids, maintaining cleanliness and care of equipment.
- Act as lead instructor in co-teaching relationship with new instructors or provides highly specialized instruction (such as FIT). Or instructor training.
- Attend appropriate in-service training sessions as required.
- Other duties as assigned.

QUALIFICATIONS

- Minimum age – 17
- Water Safety Instructor (WSI) certification and/or LGIT
- Maintain basic level of certification.
- Provide a positive attitude and be a role model for newer instructors
- Current CPR/AED certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability and/or knowledge of all six (6) swimming strokes and aquatic safety skills as well as basic knowledge and ability in area of required specialty
- Familiarity with the Red Cross Learn to Swim Program
- Ability to work effectively with all ages – Toddlers to Adults
- Ability to work harmoniously in a group and to interact with the public in a positive and courteous manner.
- Ability to make sound judgements under stress and have quality communication skills as well as a positive attitude.
- Demonstrated punctuality and reliability in work habits.
- Willingness to accept supervision and to communicate effectively with supervisors
- Enter course records as required.
- Maintain communication with participants.
- Ability to work well independently or on a team.

WORK ENVIRONMENT AND PHYSICAL EFFORT

Sr. Aquatic Instructors work both in and around the swimming pool requiring immersion into the water. Instructors must be able to physically assist students in drills and activities.

This is a non-smoking workplace. The work environment is mainly indoors. Work is performed in an aquatics center. The physical demands 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.

- Ability to lift a person off the bottom and out of the water.
- Must be able to physically assist students in drills and activities
- Ability to perform all skills required for required certifications.
- Ability to stand or sit for long periods of time in aquatics center.
- Must be comfortable in the water.
- While performing duties of this job, the employee is frequently required to stand; walk; sit; use hand to handle, or feel, reach with arms and hands. They must be able to talk, taste, smell and see (both near and far). Occasionally they may be required to climb or balance; stoop, kneel or crouch.
- They may also need to move or lift 50 pounds.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature