

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

---

**Title:** Aquatic Instructor  
**Reports to:** Aquatics Program Coordinator  
**Position Status:** Part Time  
**Payroll Status:** Hourly

### **JOB SUMMARY**

WSI-Certified Instructor who plans and teaches all levels of water safety and activities under supervision of Aquatics Program Coordinator.

### **ESSENTIAL JOB FUNCTIONS**

- Familiar with the facility Emergency Action Plans and responds appropriately to all emergencies and works as part of the safety team.
- Teaches and modifies swimming skills to various levels of students.
- Provide oral and written feedback to students and their parents and/or guardians.
- Maintain close supervision and maximize safety of students at all times.
- Keep accurate records on student progress and promptly turn in completed records as requires.
- Responsible for organizing class area and teaching aids and cleaning up after lessons.
- Attend appropriate in-service training sessions as required.
- Keep certifications up-to-date as required.
- Mentor and work collaboratively with other instructors.
- Be available for varying hours depending on the pool schedule which could include mornings, evenings, weekends and holidays.
- Other duties as assigned.

### **QUALIFICATIONS**

- Minimum age – 16
- Water Safety Instructor (WSI) certification.
- CPR/AED Certification
- YMCA Swim instructor accepted

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability and/or knowledge of all six (6) swimming strokes and aquatic safety skills
- Familiarity with Learn to Swim program, or willingness to learn.
- Ability to work effectively with all ages – Infants 6 months and older to Adults
- Ability to work independently and as part of a team.
- Ability to interact with the public in a positive and courteous manner.
- Demonstrated punctuality and reliability in work habits.
- Willingness to accept supervision and to communicate effectively with supervisors both written and orally.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking workplace. 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 work environment. Work is performed in the 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. This position is required to:

- Lift equipment and a small- to average-size child – up to 50 pounds.
- Remain alert, with no lapses of consciousness, in a warm environment with air temperatures of 80 degrees or higher.
- Ability to recognize and respond to emergency situations.
- Support child or adult body weight in the water with use of assisted devices.
- Remain in water ranging from approximately 78-90 degrees for one to four hours.
- Communicate verbally, including projecting voice across distance, in normal and loud situations.
- 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.

**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. 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