

## **Job Description: Aquatic Instructor**

**Hours of Work:** Part time to full time, shift work required (pool hours of operation can range from 7:00 AM to 9:00 PM) and up to seven days per week, May through the end of August.

**Rate of Pay:** According to Pay Scale Policy A-12(b)

**General Statement** Reporting to the Pool Manager, the Aquatic Instructor provides instruction for public safety and swimming lessons as scheduled. While on duty the Aquatic Instructor assists in ensuring the responsible conduct and safety of all persons in or near the pool. The Aquatic Instructor may also be required to assist with guarding and the general operation and maintenance of the pool.

### **Duties and Expectations**

Include, but may not be limited to:

#### **1. General**

- Perform duties as assigned by the Pool Manager.
- Protect and safeguard the life and safety of swimmers and fellow staff members, and protect pool property, equipment and facilities;
- Prevent accidents, and should an accident occur, provide immediate emergency care and assistance;
- Ensure that all pool users adhere to all pool health and safety standards;
- Perform general pool and facilities maintenance tasks as assigned, including but not limited to pool water chemistry, pool vacuuming, and facilities clean-up;
- Assist with public swim, admissions, passes, registrations and bookings, along with applicable fees, recording such, and issuing official receipts for all registrations and bookings, recording attendance on daily attendance sheets;
- Assist as required and assigned, to reconcile daily cash, submitting accurate daily monies and applicable records to the Pool Manager or CCRD Finance Department in a timely fashion;
- Report to the Pool Manager any feedback/comments/complaints received from the public at large regarding pool programs, scheduling, and pool operations in general;
- Assists the Pool Manager in the planning and supervision of water recreation activities, public education, games and special events.
- Assists in evaluating aquatic programs as required;

#### **2. Instructing**

- Teach and evaluate all swimming lessons as assigned;
- Perform instructional and supervisory tasks related to all swimming, lifesaving, and water safety courses.

#### **3. Guarding**

- Perform on deck lifeguarding tasks as assigned.

Parameters of Position:

- Employee is expected to report to work as per posted schedule; If leave is required during scheduled work time, this must be confirmed with the Pool Manager with as much advance notice as possible.

Desired Qualifications: Include but may not be limited to:

- 15 years of age (minimum)
- Holds Water Safety Instructors or Life Saving Instructors or LSI Certificate
- Has Standard First Aid Certification (or equivalent) and can demonstrate aquatic emergency procedures.

The position of Aquatic instructor requires an individual who has initiative and desire to undertake additional training in emergency care, pool maintenance, life guarding and swimming instructor if required or offered by the CCRD.