



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

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### JOB DESCRIPTION

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**Job Title:**

Swim Instructor

**Reports To:**

Director of Parks & Recreation, Recreation Program Supervisor or Pool/Lake Manager

**Department:**

Parks & Recreation

**Union Affiliation:**

N/A

**FLSA Classification:**

Non Exempt (Seasonal)

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### **DESCRIPTION**

I. **Job Summary**

Monitor aquatic facilities in order to ensure safety of patrons.

II. **Essential Duties and Responsibilities**

- Instruct participants for both swimming and safety skills in water.
- Provide a fun and educational swim lesson experience for both participants and parents.
- Observe and enforce all rules and regulations of the facility to prevent accidents or emergency situations.
- Educate class participants on the rules of the facility.
- Provide exemplary customer service ensuring the best swim lesson experience for the participants and parents.
- Demonstrate strong interpersonal skills including communication skills with students, parents and facility staff.
- Attend all training sessions and any additional staff meetings.
- Complete all appropriate lesson paperwork during shift.
- Completion of all Incident and Accident reports as necessary
- Punctually meet all scheduled class times, fully prepared to teach

### III. **Minimum Qualifications**

- A. Education/Certification: Must have a current American Red Cross WSI, Lifeguard, First Aid/CPR/AED certification.
- B. Experience: Minimum of 16 years of age. Prior lifeguarding and teaching experience preferred but not mandatory.
- C. Skills and Abilities: Must pass pre-season water tests in the pool and lake. Must have ability to act calmly and effectively in an emergency situation. Need to be able to communicate well with participants and their parents while keeping a friendly demeanor. Willingness to work as part of a team, with flexibility to do whatever is required. Availability to work the each season, including nights and weekends.

### IV. **Physical Requirements**

Must possess the physical skills necessary to execute lifesaving aquatic rescues and administer first aid. Outdoor work during the summer season, swim lessons can be nights and weekends at an indoor or outdoor pool and lake setting. Indoor work will occur at an indoor pool.

### V. **Work Environment**

Includes outdoor and indoor aquatic areas.