



Recreation Department

Learn-to-Swim Instructor

Mayor Pamela Bobst

Reports To: Aquatics Manager and/or Pool Supervisor Salary: starting at \$15.00
Shift: 9:00 A.M. to 8:00 P.M. - Monday through Saturday FLSA Status: Exempt

Position Overview:

Under the supervision of the Aquatics Manager and/or Pool Supervisor, the Learn-to-Swim Instructor teaches swimming and safety programs on behalf of the city's recreation department. He/She maintains a safe and welcoming recreational environment in all pool areas where assigned. The Learn-to-Swim Instructor will assist the pool supervisor(s) in any assigned tasks associated with maintaining a quality pool environment. Basic office supplies, the City's telephone system*, a desktop computer, basic office equipment, pool equipment, pool maintenance supplies, swim gear, rescue gear, and other associated items needed to maintain an indoor and outdoor pool. Water Safety Instructor may work in both an indoor and outdoor pool facility. The employee will from time to time be exposed to adverse weather conditions as well as humidity, ultra-violet rays, pool chemicals and chlorinated water.

Duties:

- 1. Teaching and Instruction** **40%**
 - Teach American Red Cross Learn-to-Swim and safety programs to adults and children*
 - Follow the specific guidelines for Learn-to-Swim safety
 - Prepare lesson plans, take class attendance, complete progress reports as needed by the pool supervisor or Aquatics Manager
 - Prepare schedule for lessons and maintain timely and accurate reports for the Aquatics Manager and Director of Recreation

- 2. Communication** **40%**
 - Answer any questions in a professional manner submitted by the clientele
 - Initiate lessons in a professional manner to all children and adults

- 3. Safety and Maintenance** **19%**
 - Help with general maintenance of the pools
 - Maintain a safe and welcoming environment in and around the pool area
 - Report any injuries using the department's injury reporting packet
 - Report any faulty pool equipment or supplies to pool supervisor

- 4. Miscellaneous** **1%**
 - All other duties as needed to ensure the effective functioning of the Recreation Center

* Denotes essential function of the job

Minimum Qualifications:

- This position requires a current certification in American Red Cross Water Safety Instructor.
- Must be able to demonstrate all required swimming skills for classes as required by the American Red Cross.

The following some or all certifications are preferred: American Red Cross Lifeguard/First Aid Training*, American Red Cross CPR/AED for the Professional Rescuer*, Water Exercise Certification* (American Red Cross, Aquatic Exercise Association, Arthritis Foundation), American Red Cross Lifeguard Instructor, and Certified Pool Operator.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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