Job Title:	**Swim Instructor**
Department:	**Recreation**
Classification:	**Part-Time, Non-Exempt**
Salary Range:	**Hourly**
IMRF Position:	**No**

POSITION FOCUS

Under the general direction of the Pool Manager, the Swim Instructor is responsible for teaching people how to swim, improve their stroke techniques, and be safe around the water.

SUPERVISORY RELATIONSHIPS

Reports directly to the Pool Manager and indirectly to the Aquatics Coordinator/Manager.
Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Knowledge of the fundamentals of strokes, skills, progressions, and the assigned responsibilities of each station.
2. Promote the concepts of water safety and swimming through a positive approach to each class and student.
3. Understand the limitations of each student and make every effort to accommodate extenuating circumstances (i.e. fears, heights, etc.).
4. Explain and implement common pool safety rules when conducting class.
5. Teach each class utilizing the assigned skills sheets and in a logical teaching progression, per the guidelines of the American Red Cross.
6. Keep accurate attendance and skill achievement records and presents each student with a record at the conclusion of each session.
7. Turn in all records for each session at the end of each session.
8. Notifies the on-site Learn-To-Swim Coordinator of any problems with students and/or concerns voiced by parents.
9. Return equipment to proper location after class.
10. Act in compliance with all Palatine Park District Pool Regulations.
11. Provide constant supervision of class participants in the water and on the pool deck.
12. Other duties as assigned.

SECONDARY RESPONSIBLITIES

1. Wear appropriate pool attire and personal protective clothing.
2. Always demonstrate a positive attitude.
3. Act in a professional manner at all times.
4. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
5. Exhibit regular and punctual attendance. Notifies supervisor a minimum of 48 hours prior to a shift schedule change.
6. Participate as a team member to assist and improve overall services.

EDUCATION, EXPERIENCE, AND TRAINING

- Must be at least 14 years old with a valid work permit.

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- CPR, AED and First AID Certification required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

HOURS AND ENVIROMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours include days evenings and weekends. The pools operate 7 days a week. Must attend meetings and trainings as directed.
- General work area is outdoor, with exposure to natural and potential extreme weather conditions.
- Frequent exposure to pool chemicals such as chlorine and infrequent exposure to cleaning materials and office supplies.
- May potentially walk on uneven and slippery surfaces including but not limited to slippery pool decks, mud and grass.
- Exposure to noise distractions from other employees or equipment operations in adjacent work areas.
- Exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of standing and or traversing pool environment.
- Must be able to identify objects at close and far range in and out of the water.
- Infrequently moves items weighing up to 50 lbs. for various needs.
- Requires bending, kneeling, reaching and climbing for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

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SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ **Date:** _____

Assistant Superintendent/
Superintendent Name: _____

Assistant Superintendent/
Superintendent Name: _____ **Date:** _____

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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____