

## **CITY OF BRISBANE**

### **SWIM INSTRUCTOR**

#### **Definition**

Under the general supervision of the Recreation Supervisor and/or Head Lifeguard, instructs organized aquatic safety and swim classes with the safety standards and procedures set by the American Red Cross.; may serve as a lifeguard to enforce pool rules and oversee the conduct of patrons using the community pool.

#### **Class Characteristics**

This class is the journey level position in the aquatics class series. This class is distinguished from Head Lifeguard in that the Head Lifeguard requires additional training and certifications and has responsibility for oversight of daily operations of swim center programs. This class is distinguished from Lifeguard in that it requires additional training and certifications and in addition to lifeguarding responsibilities instructs organized aquatic safety and swim classes.

#### **Examples of Duties** (Illustrative Only)

- Develops lesson plans for swim classes.
- Instructs various aquatics lessons or coaches for all age groups and skill levels in accordance with prescribed routine and curriculum.
- Tests program participants for swimming skill levels and passes participants for participations in more advanced classes.
- Completes necessary forms and cards for the American Red Cross.
- Assists swimmers in distress and administers CPR and First Aid, as needed.
- Prevents accidents through the enforcement of rules, regulations, and ordinances governing the conduct of persons at the swimming pool.
- Maintains constant observations of swimmers in and around the swimming pool assuring that deck and pool rules are observed and safety is maintained.
- Supervises the activities of pool patrons to see that all policies are observed and that safety is at all times maintained.
- Administers disciplinary action as defined by department policy for violations of rules by swimmers.
- Resuscitates rescued swimmers and administers first aid in the event of an injury.
- Maintains pool areas in a safe and clean condition.
- Notifies the Recreation Supervisor of any dangerous or broken parts of the pool facility.
- Responds to public inquiries about aquatics programs made by telephone or correspondence.
- Maintains related records and statistics for various aquatics programs.
- As necessary, collects and provides accurate accounting for all admission fees and operates a cash register.
- Assists in maintenance of the swimming pool; monitors filtration system; and monitors pool water chemistry through testing of samples and adjusts chemistry as needed to maintain standards.
- Attends training and staff meeting.

## **Qualifications**

### **Knowledge of:**

- Principles of swim instruction and lifeguarding.
- Use and care of lifesaving equipment used at public swimming pools.
- Pool rules and safety regulations.
- Equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- Swimming sports and games.
- Basic arithmetic and accounting procedures used for balancing a cash drawer.

### **Ability to:**

- Maintain a high level of concentration and alertness.
- Engage in physical activity such as performing all swimming strokes according to the American Red Cross Standards and lifesaving and emergency first aid skills
- Effectively teach aquatic safety and swim classes to all age and skill levels within established safety standards and procedures.
- Evaluate an emergency situation and act decisively and effectively.
- Swim with proficiency and endurance.
- Perform and assist in rescues.
- Enforce safety and health regulations relating to an aquatics program.
- Functions effectively in supervisory and leadership roles.
- Establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- Effectively communicate verbally with individuals of all ages.
- Give and understand verbal instructions.

### **Education and Experience:**

*Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

#### **Education:**

Equivalent to graduation from high school or GED. This requirement may be waived if the applicant is less than 18 years of age; however, a work permit is required.

#### **Experience:**

Previous experience as a lifeguard or swim instructor at a pool or open water area is desirable.

#### **Licenses:**

Standard First Aid and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer, Water Safety Instructor, and Lifeguarding certifications. Note: Per the American Red Cross, the minimum age for the Lifeguarding certification is 15 years old and the minimum age for Water Safety Instructor certification is 16 years old. Safety Training for Swim Coaches is required for employees who provide instruction as a novice swim team coach. Certifications shall be maintained during employment.

**Working Conditions:**

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

**Physical Demands:**

Must possess mobility and strength to swim and perform rescues and to participate in aquatic recreational activities; vision to read printed materials and a computer screen and distance vision to view pool and surrounding deck areas; and hearing and speech to communicate in person and over the telephone.

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