



## SWIM INSTRUCTOR I / II

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### FILING DEADLINE

Open Continuous

### SALARY

Swim Instructor I: \$12.00 – \$17.30 per hour

Swim Instructor II: \$14.40 – \$20.75 per hour

### JOB TYPE

Part-Time, Temporary/Seasonal (no more than 18-22 hours per week)

### THE POSITION

Under general supervision, the Swim Instructor I/II performs swim instructor duties in planning, coordinating and teaching swimming and water safety courses, enforcing City public swimming pool rules and monitoring pool patron conduct.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### Swim Instructor I

- Assist with creating lesson plans for team practices including the preparation of work-out schedules for all ages and ability levels on the team
- Attend all scheduled swim meets for the swim team.
- Assist with assigning swimmers' events, preparing swimmers prior to swim events, and distribute awards following the swim meet
- Instruct and evaluate swim team members in important competitive swimming elements and techniques
- Act as a reference and role model for swim team members
- Cultivate and maintain good public relations with parent committee, parents, swimmers and the community
- Attend all coaches' meetings and additional staff trainings as scheduled
- Other related duties as assigned.

#### Swim Instructor II (In addition to the above)

- Develop and implement lesson plans for swimming classes;
- Provide instruction for a variety of swimming classes for all ages and ability levels;
- Assist in maintaining pool areas in a safe and clean condition. Maintain accurate records related to swimming classes;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
- Perform other duties as assigned.

# QUALIFICATIONS

## **Swim Instructor I**

### **Education and Experience:**

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.
2. Experience: Demonstrated experience in skilled aquatic activities is desirable.

### **Knowledge Of:**

- Demonstrated leadership abilities and ability to engage in physical activity.
- Use and care of lifesaving techniques and equipment used at public swimming pools.

### **Ability To:**

- Ability to follow written and oral instructions.
- Ability to demonstrate and identify proper competitive swimming techniques.
- Ability to provide positive corrective feedback to swimmers.
- Ability to deal effectively with staff and pool patrons.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### **Licenses, Certifications, Special Requirements:**

1. At time of hire, must be 15 years of age or older.
2. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
3. Current certification in CPR/AED and First Aid is desirable.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

## **Swim Instructor II**

### **Training and Experience:**

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.
2. Experience: Two years' experience as a swim instructor

### **Knowledge of:** (In addition to the above)

- Basic instruction/training techniques.

### **Ability to:** (In addition to the above)

- Develop and implement lesson plans for swimming instruction and certification activities;
- Instruct and train patrons in a variety of swimming skills and techniques;
- Learn and enforce City swimming pool rules, regulations, and policies;
- Perform all swimming strokes according to American Red Cross standards, engage in physical activity;
- Communicate concisely orally and in writing. Communicate in an effective manner;
- Exercise courtesy and tact in dealing with swimming students and pool patrons;
- Deal with difficult or stressful situations in a calm and professional manner;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### **Licenses; Certificates; Special Requirements:**

1. At time of hire, must be 16 years of age or older.
2. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.
3. Current certification in American Red Cross Water Safety Instructor is desirable.

## **BENEFITS**

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions, observe, identify, and report operational problems.

On an intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming activities; squat, climb, kneel and twist intermittently when setting up various programs; perform various swimming techniques; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of ancestry, age, color, disability, genetic information, gender, gender identity or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex or sexual orientation.