



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macrecdistrict.com

SWIM LESSON INSTRUCTOR **Job Description**

Reports to: Programs Supervisor

Pay Rate/Status: Starting wage \$14.00/hour (FLSA non-exempt, temporary/seasonal)

General statement of duties: Conduct group and private swim lessons in a safe and fun teaching and learning environment. Teach members of all ages and abilities appropriate skills according to the MACRD swim lesson program.

Distinguishing features of the class: An employee in this classification is responsible for instructing individual and group swim lessons. Work is performed under the supervision of the program supervisor who reviews work primarily on the basis of direct observation and feedback from patrons. Instructors work closely with the program supervisor to train on skills required for swim lesson instruction. Supervision is not a responsibility of position in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Track student progress and completion of skills associated with MACRD swim lesson levels.
- Knowledge and understanding of MACRD swim lessons levels/curriculum and water safety and know how to use course materials effectively.
- Adhere to pass/fail standards for promoting students to the next level or the need to retake the class.
- Provide instruction for varying ages.
- Begin and end class on time, remain after class to answer participant and/or parent questions as needed, and clean up supplies.
- Educate participants on proper technique and promote swimmer safety.
- Submit completed report cards, certificates, and attendance information on time.
- Maintain a clean facility by performing cleaning duties.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe.
- Tend to accident or emergency situations in accordance with accident/incident protocols and/or emergency action plans per supervisor direction.
- Attend mandatory meetings and trainings as scheduled.
- Complete additional duties as assigned.



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DESIRABLE QUALIFICATIONS:

Knowledge: Essential knowledge of swim techniques; principles of water safety, swim lesson pedagogy, and balance. Knowledge and skill to manage differing levels of ability and engagement. Principles of group dynamics and group interaction and emergency procedures and accident site management.

Skills: Instruct and demonstrate swim skills safely and effectively to individuals and groups of varied ages and abilities; ability to perform and instruct all exercises of assigned specialization. Maintain neat and clean appearance. Follow and give instructions in a courteous and professional manner. Interpret, explain, follow and apply district policies, keep accurate records and establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper techniques; modify instruction for individual needs. Ability to provide good customer service in challenging situations. Ability to administer First Aid and CPR and follow emergency procedures. Identify and prevent hazards and maintain safe environment.

Experience And Training: At least 15 years of age, some customer service experience preferred. Prefer American red cross lifeguard certification, CPR/AED, and first aid certification; OR any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

KEY ATTRIBUTES:

1. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.
 - Initiates and develops relationships in positive ways.
 - Successfully works with a wide range of people at varying levels of ability
 - Communicates with others in ways that are clear and concise.
 - Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience and education levels.
2. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.
 - Maintains focus on class goals/outcomes
 - Implements thorough and effective plans and applies appropriate resources to produce desired results.
 - Follows through on all commitments to achieve results.



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Physical Demands of Position: Employees work indoors in a pool environment with wet and slippery conditions, as well as blood and body fluids while rendering first aid and CPR. Employees will interact with individuals in interpreting and enforcing rules. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis.

Necessary Special Requirements: Swim instructor training will be required and provided onsite before swim lessons begin.

ADDITIONAL INFORMATION:

Hours/Shift: Employees may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

Equal Opportunity Employer