



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

Position: Swim Instructor I	Position Control No: XX-XX-XX-XX
Classification-Series: Swim Instructor I	FLSA Status: Non-Exempt, Seasonal PT- <u>Varies</u> hrs/wk
Occupational Grouping: Rec Program Specialist I	Union - Grade: Non Union - 5
Organizational Unit: Recreation	Primary Job Location: Indoor Pool

JOB SUMMARY: Performs professional work in the safety and use of swimming pool(s), involving teaching all levels of swimming skills to individuals ranging from infants to senior citizens, assists in coordinating various aquatics programs and facility maintenance as needed, greets general public, answers questions and collects fees and registrations. This is a seasonal, part-time position.

ACCOUNTABILITY: Work is performed with considerable independence under the general administrative direction of the Recreation Program Supervisor-Aquatics. Work is reviewed through conferences, reports, and program results.

SUPERVISION EXERCISED: There is no supervision exercised in this position.

TYPICAL EQUIPMENT USED: Computer; telephone; copy and facsimile machines; process control instruments and controls; hydraulic lift; testing equipment and instruments; athletic equipment.

TYPICAL WORK ENVIRONMENT: Inside: 70% Outside: 30%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Patrolling of the pool. Maintain and enforce safety rules and regulations. Organize and conduct safety and rescue drills.
2. Teach all levels of swimming skills to individuals ranging from infants to senior citizens.
3. Attend to many items simultaneously, and/or in sequence.
4. Greet public using the aquatic facilities.
5. Participate in the patrolling of the pool.
6. Receive user's fees and handle cash drawer.
7. Collect fees for memberships, lockers, and facility use.
8. Maintain and enforce safety rules and regulations.
9. Respond to public inquiries about aquatics programs made by telephone, correspondence, or in person.
10. Perform a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, selling tickets, collecting fees, and help set up for special events.
11. Supervise classes and activities for persons engaged in aquatics programs and co-sponsored programs.

- 12. Assist and attend various aquatics competitions throughout the year as needed.
- 13. Assist in regular and special aquatics programs, and register participants.
- 14. Assist in the maintenance of the swimming pool to include monitoring and maintaining pool filtration system.
- 15. Monitor pool water chemistry through testing of water samples. Adjust chemistry as needed to maintain standards.
- 16. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
- 17. Maintains familiarity with and executes safe work procedures associated with assigned work.
- 18. Perform related work as required

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p>PUSH/PULL: Frequently required. TWISTING: Frequently required. BENDING: Frequently required. CRAWLING: Occasionally required. SQUATTING: Occasionally required. KNEELING: Occasionally required. CROUCHING: Occasionally required. CLIMBING: Occasionally required. BALANCING: Occasionally required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 2 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 4 hours Stand: 3 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

<p>TALKING: Necessary for communicating with others HEARING: Necessary for receiving instructions and information. SIGHT: Necessary for performing job effectively. TASTING & SMELLING: Smelling required to detect odors that may indicate leaks, faulty equipment, controls, etc.</p>
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TYPICAL WORK SURFACE(S): Standard office desk and chair; service counter, table, motor vehicles; swimming pool and pool deck; carpeted floor; computer work station; life guard station, dirt and gravel surfaces; tile, wood and concrete floors; rough, wet, slippery terrain and surfaces.

TYPICAL CONTROLS USED: Mechanical, electrical and hydraulic controls, monitoring, measuring and metering devices, hydraulic devices, vehicles, key board, mouse pad and computer mouse.

SUMMARY OF OCCUPATIONAL EXPOSURES: Exposure to extremes of heat and temperature; prolonged exposure to sun, may be exposed to hazardous materials, liquids and substances; blood and bodily fluids; bloodborne and airborne pathogens and communicable diseases. Work involves environments with some adverse conditions, such as heat, cold, wet, slippery, noisy, heights, etc.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Knowledge of First Aid and water rescue operations. Ability to work under physically and emotionally stressful situations. Demonstrates oral and written communication skills. Ability to follow oral and written orders, directions and instructions, and abides by the rules and regulations of the department. Ability to work safely in changing work environments both inside and outside including exposure to chemicals. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public. Thorough knowledge of swimming, water safety skills and techniques and related activities. Good physical condition and stamina.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: High school diploma and a minimum of two years experience in teaching aquatic programs. Certificates in Lifeguard Training, Water Safety Instructor (WSI) CPR and First Aid.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Flexible hours based on season and hours.

Classification Established: 7/1/96
Job Description Developed: 7/1/96
Revised:03/27/14