

CITY OF SALINAS

SWIM INSTRUCTOR

BARGAINING UNIT/CLASS CODE:

Temporary / S04

DEFINITION

Under general supervision, teach swim classes at the beginner, intermediate and advanced levels; and perform cashiering and other duties as needed or assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Aquatics Coordinator, Aquatics Program Assistant and Senior Lifeguards.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Must be friendly and able to work well with staff and general public. Perform basic arithmetic with speed and accuracy. Be motivated and flexible in performing a variety of municipal pool operation support duties. Be honest, dependable and trustworthy. Register swimming students in appropriate class. Keeps attendance records. Collects and accounts for admission and lesson fees. Checks clothes and valuables for swimming patrons. Supervises the dressing rooms. Instructs swimming classes and teaches lifesaving and water safety. Answers questions and gives out information about the swimming pool schedules, classes, events, and rules. Prepares cashier and attendance reports. Be physically fit and trained in accordance with the standards of the required certificates.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, rescue submerged victims, and safely remove them from pool, lift and carry equipment weighing up to 20 pounds, lift overhead and balance equipment; occasionally move objects in excess of 50 pounds; physical stamina sufficient to sit and swim skillfully for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

May sit at a desk or stand at a counter for long periods of time, bending, crouching, or kneeling, pushing/pulling, reaching in all directions and prolonged periods of time working in a pool environment.

QUALIFICATIONS

Knowledge of:

Rules and regulations governing conduct of public pools. Lifesaving methods and procedures, including first aid and standard resuscitation measures.

Ability to:

Swim and instruct in proper swimming techniques. Carry out verbal and written instructions. Collect and account for monies.

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License or Certificate:

Lifeguard Training Certificate, CPR for the Professional Rescuer Certificate, First Aid Certificate and Water Safety Instructor Certificate issued by the American Red Cross (or equivalent).

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to completion of tenth grade and/or seventeen years of age.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 5-03, REV: 12-04, REV: 04-06, REV: 06-06