



POSITION TITLE: Swim Instructor
CLASS: Part-Time
PAY TYPE: Non-Exempt
PAY GRADE: 50
PAY RANGE: \$18.00 - \$25.00 per hour
SUPERVISOR: Recreation Supervisor - Aquatics

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Plan, instruct, evaluate, and provide supervision for youth and adult group, private, and semi-private swim lessons to all ages and ability levels.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Plan, instruct, evaluate, and supervise group, private and semi-private swim lessons to all ages and ability levels.
- Maintain a clean and orderly pool and adjoining areas to ensure safety of all patrons.
- Create a fun and inviting learning environment to ensure a positive participant experience.
- Help children develop a sense of accomplishment and self-awareness of their athletic abilities.
- Complete progress notes for private and group lessons.
- Complete reports as needed for accidents, injuries, and pool maintenance.
- Assist in maintenance and inventory of pool equipment.
- Participate in staff training and meetings as required.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety policies, procedures, and practices.
- Knowledge of aquatic equipment and general maintenance, as well as applicable health and safety regulations.
- Excellent customer service skills including the ability to resolve/diffuse patron issues and complaints.
- Ability to plan, execute, and document lesson plans for all swim lessons.
- Ability to perform basic movement analysis of swimmers.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends, and holidays as necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- High School diploma or G.E.D. equivalent.
- Red Cross Water Safety Instructor (WSI) Certification preferred.
- Minimum of one-year experience teaching, coaching, or working with children preferred.
- Must possess, or be able to obtain, CRP, First-Aid, AED certifications (training provided).

Work Environment: Work is performed in an indoor aquatics facility and may include periods of high activity. The noise level ranges from moderately loud to very loud, and the air temperature is warm and humid. While performing the duties of this position, the employee occasionally works near moving mechanical parts and pool mechanical systems. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately.

**The FVMRD is customer service oriented and committed to hiring individuals who
respond effectively and efficiently to citizen needs and concerns.**

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date