

<b>CITY OF THE COLONY</b> Status: Non-exempt Supervised By: Aquatics Manager	<b>P/T INSTRUCTOR/COACH</b>	<b>PARKS &amp; RECREATION DEPARTMENT</b> Revised:07/2014
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<b>JOB SUMMARY</b>
<p>Under the supervision of the Aquatics Manager, the Instructor provides excellent customer service to guests of the Aquatic Park. The Instructor teaches swim classes, and/or coaches swim team. Turns in class outlines and workouts to Aquatics Manager before the season starts. Keeps current class records. Maintains the safety of a class of children or adults by following facility policy and state codes. Meets with parents for consultation. Assists with activity promotion and registration.</p>

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| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>   |
| <ol style="list-style-type: none"> <li>1. Provides excellent customer service by responding promptly to guest requests and needs.</li> <li>2. Conducts telephone, computer and counter sales as needed for classes.</li> <li>3. Prepares bookkeeping, class space and pool area before students arrive.</li> <li>4. Oversees activity organization and safety of patrons during class.</li> <li>5. Turns in accurate and prompt records and accounting requests.</li> <li>6. Keeps facility clean and puts away all equipment in proper manner.</li> <li>7. Examines restrooms before and after program to assist with general cleanliness.</li> <li>8. Performs Emergency care as needed.</li> <li>9. Attends Facility Orientation and trainings.</li> <li>10. Communicate effectively and courteously with guests, vendors, customers, and staff in writing, &amp; by phone.</li> <li>11. Ability to cope with large crowds and noise levels.</li> <li>12. Ability to stand or sit for extended periods of time in extreme temperatures.</li> <li>13. Ability to work extended days or flexible hours including evenings and weekends.</li> <li>14. Ability to push, pull, lift, drag, or carry up to 50 pounds of supplies or equipment.</li> </ol> |

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>
<p>Ability to organize lesson plans and orchestrate formal class structure while other aquatic activities are functioning in the same facility. Ability to display sound judgment and make on the spot, quick decisions to insure safety of all users of the pool areas. Ability to supervise large groups, including children, both visually and audibly to insure safety, facility rules and health standards. Good verbal skills and telephone manners. Must set positive leadership role, display sound judgment, and ability to be flexible.</p>

<b>EDUCATION, EXPERIENCE AND CERTIFICATION</b>
<p>Prior experience in swim instructional programs. Prior experience instructing the age bracket applied for. High School diploma or G.E.D. equivalent. Must pass a criminal background check. Keeps current ARC Lifeguard, First Aid and CPR for the Professional Rescuer certifications. Instructors are required to hold current American Red Cross credentials to teach in the "Learn-To-Swim" program. Coaches are required by city ordinance to be annually certified by National Youth Sports Coaches' Association.</p>

<b>CERTIFICATION</b>	
Employee Signature:	Date Signed:
Immediate Supervisor and/or Department Head:	Date Signed: