

GMCA Swim Instructor Job Specifications

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the Job Descriptions. Specifications are not intended to reflect all duties performed within the job.

Definition

Under the supervision of the General Manager and Project Coordinator to perform Swim Instructor duties and related work as required.

Distinguishing Characteristics

Swim Instructors are required to supervise patrons of all ages. All individuals allocated to this position require the incumbent to be able to exercise judgement and initiative, work independently and the ability to be a team player.

Supervision Received And Exercised

Receives direction from the Head Lifeguard, Project Coordinator, and General Manager. Exercises supervision over patrons within the surrounding pool.

Essential And Marginal Function Statements- *Essential and other important responsibilities and duties may be included, but are not limited to the following:*

1. Implement program curriculum for lessons to the best of your ability.
2. Maintain order, anticipate hazardous situations, and take steps to prevent them.
3. Implement standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self-esteem.
4. Provides careful/concentrated supervision of play areas to ensure children's safety and learning.
5. Maintain a clean and debris free pool and pool area.
6. Maintain positive, professional, and polite public relations.
7. Attend staff meetings, if held.
8. Maintain Swim lesson forms.
9. Accept constructive criticism.
10. Respond to facility emergencies.
11. Help provide an atmosphere for developing good morale and well being among the community.

Marginal Functions

1. Perform related duties as assigned.

Desired Qualifications

Knowledge of:

-Swim Lesson Procedures

- First Aid and CPR
- Pool rules and practices

Ability to:

- Perform manual labor as needed to perform scheduled or unscheduled lessons and maintain the pool.
- Remain calm and efficient in stressful situations and emergencies

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Previous experience as a swim instructor is desirable.

Training

Equivalent to the completion of tenth grade; additional schooling is desirable.

Working Conditions

Environmental Conditions

Outdoor swimming pool environment; exposure to potential hazardous chemicals, heat, cold, sun, and inclement weather conditions; work around wet and/or slippery surfaces. The ability to tolerate extreme fluctuations in temperature while performing essential functions; tolerate exposure to water and sunlight for prolonged periods of time.

Physical Conditions

Maintain the following physical abilities: see well enough to read instructions, read fine print, view digital screens, recognize hazardous situations, hear well enough to converse on the telephone and in person assisting patrons and program participants; body mobility to lift and maneuver supplies; ability to stand or swim for prolonged periods of time and remain focused.

Greenmeadow Community Association: Job Description

Adopted by General Manager	February 2020	Job Title Swim Instructor	Non-Exempt
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Distinguished Characteristics

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Typical Duties

Implement program curriculum for lessons to the best of your ability; Maintain order, anticipate hazardous situations, and take steps to prevent them; Implement standards for children's behavior using non-punitive methods which teach self-discipline while supporting children's self-esteem; Provides careful/concentrated supervision of play areas to ensure children's safety and learning; Maintain a clean and debris free pool and pool area; Maintain positive, professional, and polite public relations; Attend staff meetings, if held; Maintain Swim lesson forms; Accept constructive criticism; Respond to facility emergencies; Help provide an atmosphere for developing good morale and well being among the community.

Desired Qualifications

Knowledge of: Swim Lesson Procedures; First Aid and CPR; Pool rules and practices.

Ability to: Perform manual labor as needed to perform scheduled or unscheduled lessons and maintain the pool; Remain calm and efficient in stressful situations and emergencies.

Experience: Previous experience as a Swim Instructor is desirable

Education: Equivalent to the completion of tenth grade; additional schooling is desirable.