

JOB OPPORTUNITY

JOB TITLE: SWIM INSTRUCTOR

TYPE: PART-TIME, NON-EXEMPT

SALARY: \$13-\$15/HOUR

ELIGIBILITY: OPEN TO ALL

LOCATION: FORT BRAGG, CA

CLOSING DATE: OPEN UNTIL FILLED

AGENCY: MENDOCINO COAST RECREATION AND PARK DISTRICT

JOB DESCRIPTION: AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT WWW.STARRCENTER.NET.

TO APPLY: COMPLETE AND SUBMIT APPLICATION TO CVSCC, 300 SOUTH LINCOLN STREET, FORT BRAGG, CA 95437. APPLICATION AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT WWW.STARRCENTER.NET.

Mendocino Coast Recreation & Park District

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9672

www.mendocoastrec.org



C. V. Starr Community Center

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9446

www.starrcenter.net

JOB DESCRIPTION

JOB TITLE: SWIM INSTRUCTOR

REPORTS TO: AQUATICS & PROGRAMS COORDINATOR

TYPE: PART-TIME, NON-EXEMPT

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

POSITION SUMMARY:

The Swim Instructor of the C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (Center) is a part-time, non-exempt position reporting to the Aquatics & Programs Coordinator. Under general direction, this position is responsible for the welfare of all class participants utilizing the pools and adjacent areas and performs a variety of aquatic services at the Center. Responsibilities include planning, organizing supervising and implementing high quality swim lesson programming and maintaining a safe class environment for all participants; ensuring conformance with safety rules and regulations including checking equipment used in classes; preventing and responding to emergencies; providing supervision of participants; and other duties as assigned.

ESSENTIAL FUNCTIONS:

Constantly uses all senses to feel, smell and hear in the work environment; regularly gives oral instructions to pool area participants frequently talks and hears both in person from close and long distances and by phone or radio; constantly walks on hard, uneven and wet surfaces; frequently bends, twists, stoops, squats and kneels to perform tasks; occasionally lifts and carries items up to 50 pounds; occasionally lifts above shoulder and head; occasionally works in confined spaces; frequently uses materials, including chemicals and equipment used in aquatic facilities; frequently stands and sits for long periods; frequently swims, paddles and dives into pool water; frequently uses hands and fingers, handle, feel or operate lifesaving equipment; frequently works evenings, holidays and weekends.

Constantly observes, interprets and responds to people and situations; constantly analyzes and solves problems; frequently reads and interprets data, information and documents; constantly performs work on multiple, concurrent tasks with constant interruptions; constantly interacts with the public and staff; occasionally interacts with management and representatives of other governmental agencies; occasionally interacts with distressed, quarrelsome or abusive individuals.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to:

- Provides excellent internal and external guest and customer service by maintaining a safe and clean Center. Creates a positive experience for guests through professional and courteous behavior and creative problem solving.
- Performs all duties of a swim instructor.
- Plans and instructs assigned classes, preparing music and other required needs.
- Communicates emergency information to police, alarm monitoring services and other emergency services as directed.
- Maintains a safe environment for all staff and participants.
- Creates developmentally appropriate lesson plans for assigned classes.
- Provides high quality instruction to all class participants.
- Maintains accurate attendance records.
- Completes all necessary course record reports.
- Monitors and inspects pool and deck areas, features and restrooms to ensure they are safe for public use and reports unsatisfactory conditions.
- Assists with placement of essential pool equipment when and where necessary (water weights, kick boards, etc.).
- Maintains a positive and friendly attitude with all members, staff, and facility users.
- Attends all staff meetings and in-service training sessions as required.
- Works a varied schedule including, nights, weekends and holidays.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods of swim instruction;
- First aid procedures and resuscitation methods;
- Swimming and bathing hazards;
- First aid and rescue equipment and their proper use and maintenance;
- Advanced first aid practices and resuscitation methods; and
- Lifeguard techniques and equipment.

Ability to:

- Work independently with minimal supervision and handle multiple tasks;
- Lead classes utilizing a variety of techniques, styles and formats;
- Instruct and provide for the needs of a variety of ages and fitness levels;
- Effectively communicate, plan, lead and motivate class participants;
- Physically perform class moves and techniques;
- Rescue swimmers in distress;
- Communicate clearly and concisely both orally and in writing;
- Establish and maintain effective working relationships with superiors and the public; and
- Work varied schedules, including holidays, evenings and weekends.

MINIMUM EDUCATION/EXPERIENCE:

- Must be at least 16 years of age; and

REQUIRED LICENSES AND/OR CERTIFICATIONS:

- American Red Cross Water Safety Instructor
- American Red Cross Lifeguard and Waterpark Skills
- American Red Cross CPR/AED
- American Red Cross First Aid

PHYSICAL REQUIREMENTS:

Perform work in an indoor aquatic facility with the normal environmental conditions found in this type of facility including potentially hazardous chemicals, wet conditions and confined spaces. Corrected 20/20 vision, hearing ability adequate to monitor facility activity, ability to speak and instruct articulately, ability to respond physically to any emergencies quickly and appropriately.

NOTE: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.

Revision: 07/2012



C. V. Starr Community Center is operated by the Mendocino County Recreation and Park District (MCRPD) and all employees of the Center are MCRPD employees.