



CLASSIFICATION NO. 020T
Temporary Title Established: 5/94
Classification Established: 6/24
FLSA: Non-exempt
EEO: 8

INSTRUCTOR-SWIM (Temporary)

CLASS CHARACTERISTICS

Under direction, to instruct group learn-to-swim lessons; to prepare lesson plans; to evaluate program participants; to maintain participant records; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to senior citizens, youth, students and other County residents within the park district boundaries.

Incumbents in the instructor-Swim classification are temporary employees who are responsible for instructing group learn-to-swim lessons in shallow water pool areas and from the deck for deep water pool areas, and evaluating participants for basic swimming levels. Training opportunities for other jobs within NCAP are available to instructor-Swim incumbents.

Instructor-Swim differs from Lifeguard/Instructor which also performs Lifeguard duties. It also differs from the Aquatic Exercise Instructor which teaches group water/fitness exercise classes.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Instructs group learn-to-swim lessons in shallow water pool areas and from the deck for deep water pool areas according to prescribed routine and curriculum that provides mixture of demonstration, explanation, practice, and skill correction; prepares lesson plans; adheres to North Clackamas Aquatic Park (NCAP) standards and teaching progressions; if possess NCAP's advanced swim instructor certification, may instruct group learn-to-swim lessons in deep water pool areas.
2. Evaluates program participants for basic swimming skill levels in shallow pool areas, including appropriate level placement and passing participants for participation in more advanced classes; as appropriate provides progress updates to participant's parents/guardians.
3. Maintains accurate records regarding participants; issues proper certificates of completed lessons to participants.
4. Explains and enforces safety rules and regulations of the NCAP; responds to participants in need of rescue or other aid and alerts Lifeguard(s) on duty; assists in maintaining cleanliness and general appearance of pool and pool decks.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Safe swimming rules and regulations; safety principles; basic first aid, CPR and AED procedures; effective communication skills; customer service techniques; basic principles and techniques of swimming instruction, lesson planning, and usage of training equipment.

Skill to: Maintain mental alertness and awareness of patrons and swim lesson participants in and around water; identify and respond to emergency situations including alerting lifeguards on duty during swim lessons; maintain patience, calm and professional demeanor, including during emergencies; provide assistance to guests and participants, including first aid, CPR and AED; learn, maintain knowledge, and carry out facility-established emergency procedures; communicate effectively, both orally and in writing; interact and communicate effectively with a wide variety of age groups, ethnic backgrounds, and personalities; organize and direct activities of assigned swim lesson participants and adapt teaching approach in order to provide quality instruction for all participants; establish and maintain effective working relationships with County employees and the public.

WORKING CONDITIONS

The North Clackamas Aquatic Park operates 7 days per week. Positions may be assigned to workday or evening shifts, including weekends and holidays.

Duties require frequent to continuous standing, walking, sitting, stooping, bending, squatting, lifting, climbing, twisting, reaching, balancing, grasping, and fine motor control. Duties also involve prolonged exposure to water, humidity/heat, loud noise, slippery and uneven surfaces, pool chemicals, dust, consistent close contact with participants, and occasionally dealing with distraught or difficult people.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

- North Clackamas Aquatic Park (NCAP) Swim Instructor certification.
- American Red Cross certifications for CPR, AED, First Aid and Bloodborne Pathogens.

PRE-EMPLOYMENT REQUIREMENTS

- Must be fifteen (15) years of age or older at time of hire.
- Must successfully pass a criminal history check which may include national or state fingerprint records check.
- Must pass a pre-employment drug test.

POST-EMPLOYMENT REQUIREMENTS

- None