



CLASSIFICATION NO. 023T  
Temporary Title Established: 5/94  
Classification Established: 6/24  
FLSA: Non-exempt  
EEO: 8

## **LIFEGUARD/INSTRUCTOR (Temporary)**

### **CLASS CHARACTERISTICS**

Under direction, to instruct group learn-to-swim lessons; to prepare lesson plans; to evaluate program participants; to maintain participant records; to perform Lifeguard duties; 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 Lifeguard/instructor classification are temporary employees who perform swim lesson Instructor as well as Lifeguard duties. As Instructors, incumbents are responsible for instructing group learn-to-swim lessons in shallow and deep water pool areas and evaluating participants for basic swimming levels. Training opportunities are available for other jobs within NCAP to Lifeguard/Instructor incumbents.

Lifeguard/Instructor differs from Lifeguard which does not perform swim lesson instructor duties. It also differs from two instructor classifications that do not perform Lifeguard duties: Instructor-Swim which teaches group learn-to-swim lessons, and 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 and 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.
2. Evaluates program participants for basic swimming skill levels, 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. Conducts water chemical checks and documents results.

5. Explains and enforces safety rules and regulations of the NCAP; responds to participants in need of rescue or other aid; assists in maintaining cleanliness and general appearance of pool and pool decks.
6. Performs Lifeguard duties as needed or scheduled, as described in the Lifeguard classification.
7. Participates in in-service trainings and practices required skills.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working Knowledge of: Safe swimming rules and regulations; water rescue techniques; 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 physical fitness, strength and stamina, demonstrate swimming ability, and ability to tow a person in distress to safety; maintain mental alertness and awareness of patrons and swim lesson participants in and around water; identify and respond to emergency situations including alerting lifeguard(s) on duty during swim lessons; maintain patience, calm and professional demeanor, including during emergencies; provide assistance to guests and participants, including aquatic rescues and CPR; locate and operate emergency equipment, including backboard and AED; apply basic first aid techniques; 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 Lifeguard certification (ARCLG)\* which includes the ability to extract a rescue manikin/person out of the water and the American Red Cross certifications for CPR, AED, First Aid and Bloodborne Pathogens.
- North Clackamas Aquatic Park (NCAP) deep water\* swim test certification: continuously swimming 500 yards (200 yards more than ARCLG), retrieve 10 pound brick from 13 feet deep (3 feet further than ARCLG) and bring it to surface, and tread with brick for 1 to 2 minutes to demonstrate control (not required by ARCLG).

**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**

- Throughout employment, must maintain ability to perform NCAP deep water\* swim test and tread with brick for 2 minutes.

\*Exception to requirements for ARCLG and NCAP deep water swim test and deep water responsibilities: Per an employee's abilities/constraints, exceptions may be made by NCAP Management to allow substitution of ARC Shallow Water Lifeguard (ARCSWLG) and NCAP shallow water swim test and no deep water responsibilities.