

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Swimming Instructor/Water Safety Instructor
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: 9:00 a.m. – 5:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 2009
DATE REVISED: June 2014

STATUS: Seasonal
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Swimming Instructor/Water Safety Instructor for the LaGrange County Parks and Recreation Department, responsible for providing swimming lessons to children.

DUTIES:

Provides parents with swimming program information, registers children for swimming lessons, maintains records of classes, and prepares and submits data/related reports to the American Red Cross.

Teaches swimming classes, providing proper swimming techniques and water safety education to children. Maintains vigilance and continually monitors children in the water.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Possession of current American Red Cross Water Safety Instructor certification preferred and First Aid/CPR certification.

Ability to meet all employer hiring requirements, including passage of a drug test.

Ability to teach and motivate individuals of varying ages about water safety and swimming.

Ability to be alert at all times and respond swiftly, rationally and decisively to emergencies.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain records and prepare related reports.

Ability to operate standard office equipment, including computer and telephone.

Ability to effectively communicate orally and in writing with co-workers, children and their parents, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/unruly persons.

Ability to compare or observe similarities and differences between data, people or things.

Ability to understand, memorize, retain, and carry out oral and written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to count/make simple arithmetic additions/subtractions.

II. RESPONSIBILITY:

Incumbent performs duties according to a formal schedule and standard Department policies and procedures, with priorities primarily determined by supervisor and service needs of the public. Assignments are set jointly by incumbent and supervisor with some degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Work errors are primarily detected or prevented through prior instructions from supervisor. Errors in decision could result in inconvenience to the public and/or injury to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, children and their parents, and the public for the purpose of providing education/swimming instruction.

Incumbent reports directly to Waterfront Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties outdoors in a swimming area and is subject to daily sun exposure, extreme temperatures, and communicable diseases, for which universal health and safety precautions must be exercised at all times to protect self and others. Regular duties involve sitting/walking at will, standing/walking for long periods, swimming and lifesaving work, lifting/carrying persons or equipment, bending, crouching/kneeling, reaching, acute close/far vision and hearing, maintaining constant alertness, depth perception, speaking clearly, and handling/grasping/fingering objects. No prolonged extreme physical demands are associated with normal duties, but physical exertion may be intense for short durations during emergency situations. Incumbent maintains considerable contact with the public and may be exposed to difficult/unruly/intoxicated persons.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Swimming Instructor for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name