

**Worcester County Department of Recreation & Parks
6030 Public Landing Rd
Snow Hill, MD 21863**

Position Title: Swim Instructor - Part Time /Temporary-Grade 9/Step 1- \$13.28
Department: Recreation & Parks Department
Date: Summer 2020
Reports to: Program Manager III

Position Summary: It is the responsibility of the Swim Instructor to supervise, instruct, and life guard during the swim lesson program in conjunction with the Program Manager III. Swim Instructor directs all phases of teaching to ensure the safety of all that participate.

Position Duties:

Essential:

- * Greet all participants and the general public in a friendly and courteous manner.
- * Set up and clean up all necessary equipment for the program.
- * Make sure the site is prepared for the administration of the program.
- * Provide the Program Manager III with daily lesson plans.
- * Familiarize class members with basic rules and safety standards at the beginning of each session and adhere to them strictly.
- * Instruct participants on proper swim techniques.
- * Evaluate participants at the end of each swim lesson session.
- * Guard the pool area while swim lessons are in session, if not instructing a lesson group.
- * Monitor the facility during the program to make sure that all participants are behaving in a safe, responsible manner.
- * Notify the Program Manager III of any progress or problems during each session.
- * Keep positive open communication with parents, participants, and other staff. This includes distribution of flyers, announcements, schedules, rosters, awards, etc.
- * Assist in the distribution and analysis of program evaluations at the end of each session.
- * Take attendance before each class session begins.
- * Remain on site until all children participating in the program are picked up.
- * Promote the Worcester County Recreation programs to the public in a positive manner.
- * Participate in organizational meetings as deemed necessary by the Program Manager II.
- * Be well informed on emergency procedures and accident report procedures.
- * Follow accident and incident procedures as outlined in the emergency procedures manual for part-time staff.
- * Fill out incident reports on the site of the incident and report the details to the responsible Program Manager III in a timely manner.

Required Knowledge, Skills, & Abilities:

Mental Effort:

- * Exhibit the ability to solve practical problems which may include a variety of variables with limited standardization and the ability to interpret instructions.
- * Exhibit mathematical calculations involving addition, subtraction, multiplication and division.
- * Applicant should possess the ability to communicate verbally and in writing.

Physical Effort:

- * Perform light work which includes; exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and exerting a negligible amount of force constantly to move objects.
- * Possess vision clarity from a distance up to and beyond 20 feet. Possess the ability to judge distance and space relationships, so as to be able to see objects where they actually are.
- * Need to be able to react to situations quickly and be able to handle stress. Applicant should be a strong swimmer and work well with others.

Machines, Tools & Equipment:

- * Possess the basic abilities to carry and set up sport equipment.

Working Conditions:

- * Employee is subject to teach outside in the pool for at least a few hours in the direct sun and heat.

Education, Experience and Training:

- * Must be Lifeguard Certified, First Aid Certified, and CPR Certified.
- * Must be knowledgeable of swim techniques and proper lifeguard safety standards.
- * A criminal background check and child abuse clearance must be performed for employment.
- * Possess the ability to become familiar enough with details of the job to do it reasonably well within 2 weeks or less.

Comments:

- * Dress and act appropriately at all times, serving as a positive role model for youth.

- I have read and I am willing and able to perform all the essential job functions for this position

Signature: _____

Date: _____

Salary revised 7/1/2019 AH