

**Richland County
Position Description**

Name:	Department: Symons Recreation Complex
Position Title: Swimming Instructor	Pay Grade: FLSA:
Date: November 30, 1993	Reports To: Symons Complex Director

Purpose of Position

The purpose of this position is to teach people to swim at the Symons Recreation Complex for Richland County and the City of Richland Center.

Essential Duties and Responsibilities

The Following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

* Teach Red Cross swim lessons to all levels from pre-school to adults, beginner water safety to lifeguard training, using demonstration, video tapes, instruction manuals and water safety and first aid equipment.

* Record and track student attendance and progress.

* Issue certificates of satisfactory completion to students

Minimum Training and Mental Abilities Required to Perform Essential Job Functions

High school diploma, at least 17 years old, and successfully completed the Red Cross Safety Instructors' course, and/or Red Cross Lifeguard training instructor course.

Mathematical Ability

*Ability to add, subtract, multiply, divide.

Physical Requirements

*Ability to swim and demonstrate swimming, water safety and lifesaving techniques.

*Ability to assist small children getting in and out of the swimming pool.

Judgment and Situational Reasoning Ability

*Ability to teach, lead and reinforce.

*Ability to use independent judgment in frequently non-routine situations with occasional risk.

Language Ability and Interpersonal communication

*Ability to comprehend and interpret water safety instructional materials for all levels from child to adult instruction including: Red Cross Safety texts, instructor's manuals, lifeguard training text and instructors' manuals, lifeguard training text and instructors manual, BWS text and manual, and BWS/EWS manuals.

*Ability to prepare class and student records.

*Ability to effectively communicate with students and students in class, Red Cross personnel, Symons Director.

Environmental Adaptability

*Ability to perform in a humid and wet environment.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date