

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Assistant Swim Coach	BAND/LVL:	N/A
DEPARTMENT:	Recreation Services	JOB NO:	9159
DIVISION:	Aquatics	DATE:	9/29/2011
REPORTS TO:	Supervisor, Aquatics	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: _____	TEMPORARY:	<input checked="" type="checkbox"/>
		COST CENTER:	540

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Provides coaching and instruction of competitive swimming skills to participants of The OP Waves youth swim team program.

DUTIES AND RESPONSIBILITIES:

1. Assures the safety of the class participants in and out of the pool.
2. Provides instruction and demonstration when needed of competitive swimming skills for all levels of ability.
3. Prepares and submits entries for participants in swim meets.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

Title: Assistant Swim Coach
Cost Center: 540
Date: 9/29/2011
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education of elementary and junior high school equaling 9 grades. Minimum 16 years of age.

EXPERIENCE:

Completion and certification in First Aid, CPR, and life guard (WSI) training.

SKILLS:

1. Good oral communication skills.
2. First Aid skills.
3. CPR skills.
4. Basic swimming skills.
5. Patience.

MENTAL REQUIREMENTS:

1. Ability to analyze situation and use judgement in responding.
2. Ability to remain alert for long periods of time.
3. Ability to perform lifesaving techniques in an emergency situation.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 pounds and transport 20 +feet.
2. Ability to swim 50 yards.
3. Ability to withstand temperature extremes.
4. High exposure to sun.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.