

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Swimming Instructor	<b>GRADE:</b>	00
<b>DEPARTMENT:</b>	Parks and Recreation	<b>JOB NO:</b>	<b>9155</b>
<b>DIVISION:</b>	Aquatics	<b>DATE:</b>	2/06
<b>REPORTS TO:</b>	Lifeguard/WSI Supervisor	<b>FLSA STATUS:</b>	N
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b> <u>X</u> _____	<b>COST CENTER:</b> 540

**REPLACES:**

**DATE:**

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**JOB SUMMARY STATEMENT:**

Teaches children how to properly execute the swimming skills outlined in lesson instructor course.

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**DUTIES AND RESPONSIBILITIES:**

1. Assures the safety of the class participants.
2. Demonstrates and explains swimming skills to children.
3. Teaches safety skills to class participants.
4. Tests and evaluates participants' skill level.
5. 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.
6. 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.**

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education of elementary and junior high school equaling 9 grades.

### **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.

### **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 30 +feet.
2. Ability to swim 200+ 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.**