

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Swimming Lesson Program Manager	GRADE:	00
DEPARTMENT:	Recreation Services	JOB NO:	9168
DIVISION:	Community Center	DATE:	4/13
REPORTS TO:	Supervisor, Aquatics	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 521

REPLACES: _____ **DATE:** _____

JOB SUMMARY STATEMENT:

Trains swimming lesson instructors and supervises swimming lessons. Develops and plans schedule for swimming lessons. Coordinates and schedules requests for private and semi-private lessons.

DUTIES AND RESPONSIBILITIES:

1. Trains swimming lesson instructors and supervises swimming lessons.
2. Develops and plans the yearly schedule for swimming lessons at Matt Ross.
3. Coordinates and schedules the requests for private and semi-private swimming lessons.
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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Four-year college degree or swimming lesson instructor experience
Completion and certification in First Aid, CPR and WSI lifeguard training.

EXPERIENCE:

Only that which is required to obtain the above certifications.

SKILLS:

1. Good oral communication skills.
2. First Aid skills.
3. CPR skills.
4. Supervisory 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 life saving techniques in an emergency situation.
4. Ability to train and guide others.

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PHYSICAL REQUIREMENTS:

1. Ability to lift 10 pounds and transport frequently.
2. Ability to swim distances required by the above certifications.
3. Ability to withstand temperature extremes.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Swimming Lesson Instructors

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.