

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Swimming Lesson Program Manager	GRADE:	00
DEPARTMENT:	Recreation Services	JOB NO:	9168
DIVISION:	Aquatics	DATE:	04/13
REPORTS TO:	Supervisor, Aquatics	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: _____	TEMPORARY: <u> X </u>	COST CENTER: 540

REPLACES: Swimming Lesson Program Manager

DATE: 07/07

JOB SUMMARY STATEMENT:

Supervises lifeguards, head lifeguards, lifeguard trainees and swimming instructors. Teaches lifeguard training classes, and supervises swimming lessons.

DUTIES AND RESPONSIBILITIES:

1. Supervises daily activities of lifeguards. Trains lifeguards at the beginning of the season and conducts in-service training throughout the season.
2. Teaches lifeguard training course according to the Starfish Aquatics standards.
3. Supervises swimming instructors and 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.

PHYSICAL REQUIREMENTS:

1. Ability to lift 10 pounds and transport frequently.

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2. Ability to swim distances required by the above certifications.
3. Ability to withstand temperature extremes.
4. High exposure to sun.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Lifeguards
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.