

Lena Community Park District Job Description

Position: Swimming Instructor

Responsible To: Pool Manager or Assistant Pool Manager

Qualifications: W.S.I. preferred. C.P.R., First Aid, and Lifeguarding certification

General Job Description: Organize Swim Classes and teach lessons following prepared lesson plans. Work with the staff to move students up in ability levels.

Tasks Statement:

1. Develop lesson plans for each individual program.
2. Teach lessons to all age groups.
3. Work closely with Red Cross to keep accurate records.
4. Prepare and maintain required records and reports.
5. Keep parents and/or guardians well informed of swimmer's progress and your expectations.
6. Work closely with Management and staff to communicate with parents the participant's requirements and expectations.
7. Perform other duties as assigned by supervisor(s).

Worker Traits:

1. Ability to organize and teach lessons to all ages and levels.
2. Ability to maintain accurate records and communicate with Red Cross Office.
3. Ability to render First Aid if needed.
4. Ability to communicate with parents.
5. Good Public Relations skills.

Desired Education and Experience:

Minimum 16 years old and possess certification in W.S.I., Lifesaving, First Aid and C.P.R.

PLEASE NOTE THIS A SEASONAL SUMMER POSITION. OUR PARK DISTRICT FACILITIES AND PROGRAMS ARE OPEN 7 DAYS A WEEK AND REQUIRE STAFF TO BE AVAILABLE THROUGHOUT THE SUMMER WEEKS TO INCLUDE SOME WEEKENDS. WE REALIZE STAFF WILL ALSO NEED TO REQUEST SOME DAYS OFF.

By signing below, I verify that I have reviewed this job description with a supervisor and understand the job duties that I am assuming by accepting this position.

Employee

Date

LCPD Supervisor

Date