

**Mundelein Park & Recreation District
Job Description**

Job Title: Indoor Pool Swim Instructor
Department: Recreation
Division: Indoor Pool
Supervisor: Aquatics Supervisor
Classification: Part Time: Non-Exempt - Hourly

Summary

The primary responsibility of a Swim Instructor is to provide education and training to swim lessons participants in accordance to Park District guidelines and in an environment that is safe, nonthreatening, and fun.

Qualifications – Education, Experience and Training

Individuals must be 16 years of age, or older to be a Swim Instructor. The individual must be able to work with children of many different ages. The individual must demonstrate maturity. The individual must complete Swim Instructor training. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Instructors are directly responsible to the Swim Lesson Coordinator and Supervisor.
- Introduce aquatics skills at various levels and teach with enthusiasm, knowledge, discipline, and care.
- Have a planned lesson before each class.
- Arrive for lessons at least 15 minutes before each lesson in order to set up for class.
- Be effective and tactful with parents and participants.
- Report all unsafe conditions to Supervisor.
- Instruct using correct techniques and demonstrations.
- Maintain accurate attendance and progress records on all students.
- Complete all progress and final certificates for students by the required date.
- Make Swim Lessons Coordinator aware if there are children that need to be moved up or down to another level based on their skill.
- Maintain a neat and well-groomed appearance while on duty and remain in Park District uniform attire.
- Be very familiar with established Emergency Action Plan and perform appropriate skills and procedures under this plan.
- Accurately record all time worked.
- Practice and follow all policies and procedures as stated in the staff manual and directed by Supervisor.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with other members of senior management and publicly elected.

B. Physiological Considerations

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

B. Environmental Considerations

- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

C. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

D. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22