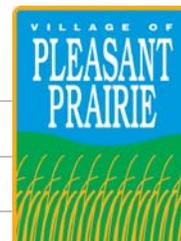


VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Recreation Department/Aquatics Division		
Location:	RecPlex, 9900 Terwall Terrace, Pleasant Prairie, Wisconsin 53158		
Job Title:	SWIM INSTRUCTOR		
Reports to:	Aquatics Supervisor; Aquatics Director	Salary:	\$8.25/hour
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The primary purpose of the Swim Instructor is to provide outstanding service through warm interactions.

The responsibilities include: to instruct safe and effective swim classes with the goal of member/guest satisfaction and retention; and monitor students for appropriate ability levels and conditioning. The Swim Instructor works under the direct supervision of the Aquatics Supervisor and general supervision of the Aquatics Director.

CORE JOB RESPONSIBILITIES

1. Prepare and instruct class plans using proper form, technique and progression, safely and with motivation.
2. Be knowledgeable of all swim strokes and principles with the ability to educate participants accordingly.
3. Monitor participants for appropriate ability and swim levels and adjust teaching to accommodate those levels.
4. Maintain records of class attendance and report numbers to Aquatics Supervisor/Programs Director.
5. Maintain positive working relationship with supervisor, co-workers parents and patrons. Promote teamwork and support overall goals of the Recreation Department.
6. Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
7. Promote a safe and clean Aquatic Center area.
8. Conduct participant evaluations and surveys.
9. Responsible for the class area and equipment, ensuring that equipment is kept neatly in proper place, doors locked and any keys returned.
10. Perform regular checks of pool area for quality and safety, making recommendations to Aquatics Supervisor/Programs Director as needed.
11. Enforce all class/program policies and procedures.
12. Ensure safety of patrons in the facility and be prepared to take charge in an emergency situation if necessary. Report any emergencies to the Aquatics Supervisor/Programs Director or MOD on duty immediately.
13. Attend regularly scheduled meetings and training sessions.
14. Assist/support other swim instructors and Aquatics Supervisor by substituting classes when needed.
15. Must be energetic, enthusiastic and motivational.
16. Enjoy contact with people – first impression is important with every personal contact.
17. Work and communicate favorably, enthusiastically and effectively with supervisors and co-workers to achieve all department and Village goals.
18. Read the Communication Log Book each and every day you work. This will relay new information, policies and procedures for all of the aquatic staff.
19. Must not have any prior criminal convictions relating to sexual assault or abuse, or any convictions related to contributing to the delinquency of a minor, or if the employee is a minor any convictions for the illegal use of alcohol or drugs.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must be able to attain Swim Instructor Certification through Ellis and Associates.
- National Safety Council Learn to Swim Certification by Ellis and Associates.
- Must be at least 19 years of age to teach Water Exploration, 17 years of age for a Water Exploration Aide and 16 years of age to teach Journey and Challenge.
- CPR, First-aid, and EAD certification required.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Uniform (shorts required, t-shirt or tank top and swimming suit options below) will be worn at all times while on duty.
- Male aquatic staff has the option of wearing only uniform shorts if desired.
- Female aquatic staff may wear a one piece, swimsuit with their shorts instead of the t-shirt or tank top as desired.
- All uniforms will be clean and in good condition (no holes).
- Whistles are a part of the uniform and will be worn at all times.
- While on break, uniform may not be worn in the public view in other parts of the building (i.e. watching TV and working out).
- No visible body piercings or tattoos.
- Hours will be set by the Aquatics Supervisor/Director and may vary with some evening and weekend work required.
- Weekly hours not to exceed 28 hours.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER