

Richland County

Position Description

Position Title: Swimming Instructor

Department: Symons Recreation Complex

Reports to: Symons Director

Pay Grade:

Date: 09/24/2024

Hours per week:

Purpose of Position

The purpose of this position is to teach people to swim.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Instructs people in safety and swim techniques.
- Tracks and records attendance and skills progress of participants.
- Determines appropriate swim lesson level for participants by assessing swim skill levels of each swimmer.
- Collaborates with supervisor to determine curriculum and schedules.
- Identifies and addresses safety concerns.
- Participates in trainings and meetings.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Water Safety Instructor and First Aid/CPR/AED certifications required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge, and Abilities

- Knowledge of swimming and instruction techniques.
- Ability to understand and interpret instructions, policies, and procedures.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 20 pounds.

Working Conditions

- Work is performed in an indoor and pool settings.
- Work is primarily light duty with the ability to lift, carry or push up to 20 pounds.
- May be exposed to conditions such as hot weather, toxic materials, bloodborne pathogens, and odors.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check will be covered by Richland County.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date