



SWIM INSTRUCTOR

Seasonal Part-Time

A. GENERAL PURPOSE

The Dripping Springs Parks and Community Services Swim Instructor's general purpose is to promote aquatic safety and fitness through the provision of learn to swim instruction at Founders Memorial Park Pool.

B. SUPERVISION RECEIVED

Works under the general direction of the Aquatics Manager and the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides high quality instruction of all water skills and proper stroke techniques.
2. Prepares all lesson plans and required equipment before class.
3. Works with students on an individual basis whenever possible, to promote individual progress.
4. Maintains a safe and inclusive environment in the water for swimmers at all levels.
5. Works with children of all ages in the water and promote an environment of fun and safe learning.
6. Follows and enforces all pool rules, policies, and duties.
7. Performs routine meeting and greeting of parents and creates a welcome environment.
8. Exercises discretion in dangerous situations.
9. Verbally communicate with swimmers, the public, and staff effectively.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: Some High School education or equivalent. Swim instructor experience preferred, but not necessary.

1. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and public.
2. Able to demonstrate basic swimming skills and strokes.

3. Ability to kindly connect with students encouraging confidence in the water.
4. Ability to receive direction and feedback from peers and the Aquatics & Athletics Manager.
5. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
6. Ability to communicate effectively orally and in writing.
7. Ability to work independently and exercise good judgment.
8. Certifications and Licenses: (Training will be provided) American Red Cross Water Safety Instructor (WSI) and American Red Cross Lifeguard, CPR/AED for Professional Rescuer, First Aid, preferred.

E. TOOLS AND EQUIPMENT USED

Pool toys, kick boards, swim noodles, fins, swim paddles, etc.

F. SPECIAL REQUIREMENTS

1. 1st year certified American Red Cross Lifeguards (a bonus but not required).
2. Experience in swim instruction or teaching children is a bonus.
3. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms. The employee is required to be a proficient swimmer and have the ability to respond to distressed swimmers in the water.
4. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
5. Minimum Age: 16.

G. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed. The employee regularly works in outside weather conditions; and has exposure to extreme weather conditions. The employee will regularly work in the pool.

H. WORK HOURS

The Parks and Community Services Swim Instructor is a seasonal position. Hours will vary based on the business needs of the season, events, or projects. The position will work a regular schedule with some variation of Monday through Thursday 8am to 12pm, resulting in up to 10 to 20 hours per week. Schedule may include Friday if classes require a makeup lesson. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Aquatics Manager or Parks and Community Services Director. Any overtime hours performed must be preapproved by the Aquatics Manager or Parks and Community Services Director.

I. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. The Swim Instructor is paid hourly at a range of \$16.00 to \$20.00 per hour, depending on experience.

J. BENEFITS

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Peoples & Communications Director, Lisa Sullivan, at (512) 858-4725.

Please note: This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.