

Town of Manchester
Department of Leisure, Family and Recreation
Position Guide

TITLE: Swim Lesson Instructor (Indoors)
Starting pay: \$12.50

Responsible for planning, coordinating and teaching learn-to-swim and water safety courses

Minimum Qualifications

- 16 years of age or older.
- American Red Cross Water Safety Instructor
- American Red Cross Lifeguard Training and First Aid
- American Red Cross CPR for the Professional Rescuer
- Blood Borne Pathogens
- Available to work flexible hours, including evenings and weekends

Knowledge and Skills

- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership and public relations skills
- Communication skills
- Decision-making skills

Responsibilities

- Be familiar with American Red Cross Learn-to-Swim levels, other Red Cross water safety courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience and ability of participants, so they can meet course objectives
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe
- Cover all material required in a level
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Enforce all aquatic facility policies, rules and regulations
- Complete records and reports
- Participate in regular in-service training sessions
- Complete additional duties as assigned by supervisor

(The above description is illustrative. It is not intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job)