

CITY OF CHATTANOOGA

Classification Specification Title: Swim Lesson Instructor

Department: Parks & Outdoors

Pay Grade: GS.03

Supervision Received From: Aquatics Program Manager

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 11/02/17

Revision Dates: 4/4/25;

10/20/23; 8/02/22

CLASSIFICATION SUMMARY:

The swim instructor is responsible for conducting high quality swim instruction to program participants while following the Swim Lesson Guidelines. The swim instructor will ensure the safety of all participants in and around the aquatics area.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a role model to members and staff and lives the mission, vision and values of the movement at all times. Ensures the safety of all participants.

Enforces all Aquatics policies and procedures at all aquatic facilities.

Provides constant feedback to participants to facilitate improvement.

Records and maintains attendance records.

Inspects and immediately notifies the appropriate staff of any broken equipment or unsafe aspects of the pool.

Secures a qualified substitute sub when needed, and notifies the supervisor of the shift change.

Utilizes all necessary equipment as related to the program in the proper manner.

Maintains all certifications and follows proper requesting procedures for further/advance certifications.

Attends staff meetings and training.

Maintains a positive attitude and acts in a professional manner when interacting with members, participants and staff at all times.

Acts as a responder in case of injury, accident, or illness in the pool area and provides backup to lifeguards as needed in emergencies and crowd control.

Report all injuries and complete all required forms.

Plans and prepares for all swim lessons with the goals and abilities of the students in mind.

Communicates effectively with parents as needed.

Completes all necessary paperwork to include but not limited to: First day letter, progress reports, skill charts, evaluation reports, and completion certificates.

Sets up the facility and equipment needed and puts away all equipment upon completion of lessons.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and at least six (6) months of any combination of relevant education, training or or any combination of equivalent experience and education to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS:

Current lifeguard certification and Swim Lesson Instructor, Swim Coach or ARC Water Safety Instructor required

Related teaching experience preferred

CPR/AED/First Aid preferred.

SUPPLEMENTAL INFORMATION

Ability to demonstrate skills that are being taught and communicate effectively to participants. Must possess a cooperative spirit committed to character development by promoting and demonstrating YFD values and mission.

PHYSICAL DEMANDS:

Ability to demonstrate swimming skills and ability to project voice and be heard in the pool area. Has the ability to lift up to 25 lbs, and be able to assist the lifeguard in any emergency.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

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