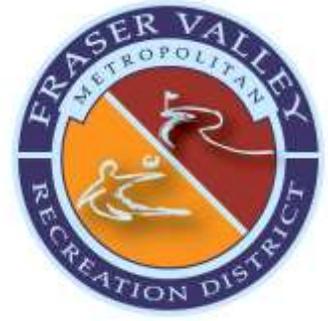


Fraser Valley Metropolitan Recreation District
P.O. Box 3348
Winter Park, CO. 80482
970-726-8968



POSITION TITLE: Swim Instructor / Water Safety Instructor (WSI)
CLASS: Part-Time
PAY TYPE: Non-Exempt, hourly
PAY RANGE: \$14 - \$20/hour
REPORTS TO: Recreation Supervisor - Aquatics

GENERAL STATEMENT OF DUTIES: This position is responsible for programming, instructing, evaluating and providing supervision for youth and adult groups, private and semi-private swim lessons to all ages and ability levels.

ESSENTIAL JOB FUNCTIONS: The following are meant to be illustrative only and are not intended to be all inclusive. The FVMRD reserves the right to modify or change duties or essential functions of this job at any time.

- Plan, instruct, supervise and evaluate quality group, private and semi-private swim lessons to all ages and ability levels.
- Manage, train and schedule staff for various group and individual classes.
- Maintain a clean and orderly pool and adjoining areas to ensure safety of all members.
- Assist in maintenance and inventory of pool equipment.
- Participate in staff training and meetings as required.
- Complete reports as needed for accidents, pool maintenance and lessons.
- Create a fun and inviting learning environment to ensure a positive participant experience.
- Help children develop a sense of accomplishment and self-awareness of their athletic abilities.
- Provide information and quality customer service.
- Help maintain facility and notify staff of any safety issues.
- Support administration, parks & recreation department in public relations.
- Perform other related duties and assignments as needed.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, board members, staff, officials, instructors, parents, suppliers and vendors.
- Knowledge of safety policies, procedures, and practices.
- Demonstrate customer service/public relations skills including the ability to resolve/diffuse customer and parent issues and complaints.
- Criminal background check authorization.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends and holidays if necessary

EDUCATION, TRAINING AND EXPERIENCE:

- High School diploma or G.E.D. equivalent.
- Red Cross Water Safety Instructor (WSI) Certification.
- Red Cross Lifeguard Certification.
- Minimum of one-year experience teaching or working with children.
- Experience teaching or coaching preferred.
- Must possess, or be able to obtain within 90 days, a valid Colorado drivers license.
- Must possess, or be able to obtain, CRP, First-Aid, AED certifications.