

JOB DESCRIPTION

JOB TITLE: Aquatic Instructor / Lifeguard
DEPARTMENT: CP Aquatic Center
STATUS: Non-Exempt /Part-Time
VERIFIED: November 2021
REPORTS TO: Manager of Aquatics



"Clients and staff – they are all friends to me."

- Mark, Client

JOB SUMMARY:

The primary role of the Aquatics Instructor is to lead an individual or group of individuals through goal-specific aquatic exercises in a safe and effective manner.

DUTIES AND RESPONSIBILITIES:

Instructor Specific

1. Lead a variety of classes and individuals in exercise/swim classes, and/or assist exercise/swim lead class instructor.
2. **Safety** of all participants in class is the responsibility of the instructor.
3. Instructors must have the ability to handle groups or individuals with **varying abilities**.
4. Instructors are responsible for all material contained in the Employee Guidebook.
5. Instructors are expected to do all paper work associated with being an instructor.
6. Attendance is **required** at training workshops as well as staff meetings.
7. Instructors are responsible for setting up all equipment necessary for conducting individual session or group class and properly putting away all such equipment.

Transition Aquatics Instructor Specific

1. Instructor is to stay within Physical Therapy or Adaptive Aquatics prescribed routine and not deviate from the routine by adding / modifying routine (this is assisting the client, not training or treating the client).
2. Role may include pushing a wheelchair in, getting equipment ready, being an extra hand in the water, assisting with equipment and AFO's (as trained) and interacting with the client so they have a safe and enjoyable time in the pool.
3. Instructor will not assist in dressing room or with personal cares.
4. Instructor will work with the Aquatic Scheduling Coordinator for all components of scheduling.

One-on-One Swim Lesson Instructor Specific

1. Instructor will work with the Aquatic Scheduling Coordinator for all components of scheduling.
2. Instructor will not assist in dressing room or with personal cares.
3. Instructor is responsible for communicating lesson progress to families.

Adaptive Aquatics Instructor Specific

1. Instructor will work with the Aquatic Scheduling Coordinator for all components of scheduling.
2. Instructor will not assist in dressing room or with personal cares.
3. Instructor is responsible for conducting First Time Assessments with new clients.
4. Instructor is responsible for providing written individualized lesson plans for clients.
5. Instructor is responsible for client and Transition Aquatic Instructor introduction session(s).

Lifeguard Specific

1. Prevent injuries by **minimizing or eliminating** hazardous situations or behaviors.

2. Lifeguards and instructors are **required** to have current certification in American Red Cross CPR for the professional Rescuer, Lifeguard Training or Shallow Water Guard Training.
3. Good written and verbal communication skills are necessary for the position.
4. Pool security is the **responsibility** of the lifeguard on duty. Proper opening and closing procedures must be followed.
5. Lifeguards are **responsible** for the safety of all persons in the pool and the pool area.

Overall

6. **Attentively watch** pool patrons. In order to maintain a safe environment, staff must always enforce all pool rules and regulations.
7. Maintain a safe pool environment.
8. **Assist** patrons in pool areas as necessary.
9. Recognize and **respond** to emergency situations appropriately. Staff must be knowledgeable of all emergency procedures.
10. Complete required health department information and forms.
11. **Maintain** neat and organized equipment rooms.
12. Complete laundry daily for the Aquatic department.
13. Provide maintenance support (chemical tests, communicate maintenance order requests, etc.) as needed.
14. Responsible for general house keeping
15. Attend meetings as needed.
16. See to the **safe operation** of all equipment utilized.
17. **Adhere** to agency safety policies and procedures.
18. Any other duties assigned.

EXPERIENCE AND SKILL REQUIREMENTS:

1. Aquatic Group Fitness Instructor certification and/or prior aquatic instruction experience preferred.
2. Current Lifeguarding Certification preferred.
3. Certification in CPR, First Aid, and AED certification preferred.
4. Proficient swim skills required.
5. Ability to work with all ages and skill levels required.
6. Successful completion of background check, and drug screen.
7. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

ADA JOB ANALYSIS

Job Title: Aquatic Instructor/Lifeguard Dept. Name: Aquatics Center Dept. # 50

Reports To: Manager of Aquatics Date Verified: November 2021

PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u>	3	<u>Duration</u>	<input type="checkbox"/> General Moving Around <input checked="" type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>SITTING</u>	<u>Hours Per Day</u>	3	<u>Duration</u>	<input type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input checked="" type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>WALKING</u>	<u>Hours Per Day</u>	2	<u>Duration</u>	<input checked="" type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other

<u>LIFTING</u>	<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ pounds	<input type="checkbox"/> 10 to 25 pounds <input type="checkbox"/> Other	<input checked="" type="checkbox"/> 25 to 50 pounds
	<u>Times Per Day</u> 5-10	<u>Height</u> 2-3 ft	
<u>CARRYING (weight)</u>	<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ pounds	<input checked="" type="checkbox"/> 10 to 25 pounds <input type="checkbox"/> Other	<input type="checkbox"/> 25 to 50 pounds
	<u>Times Per Day</u> 5-10	<u>Distance</u> 25 ft.	
<u>PUSHING (weight)</u>	<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ pounds <input type="checkbox"/> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchair)	<input checked="" type="checkbox"/> 10 to 25 pounds	<input type="checkbox"/> 25 to 50 pounds
	<u>Times Per Day</u> 5-10	<u>Distance</u> 5 ft.	
<u>CLIMBING</u>	<u>Times Per Day</u> 1	<u>Distance</u> 2 flights of stairs	
<u>REACHING</u>	<u>Times Per Day</u> 30-50	<u>Distance</u> 3 ft.	

ENVIRONMENTAL CONDITIONS

Temperature: High air temperatures, high humidity high locker room temp (80-85), Pool (92), whirlpool (102), high humidity
Job Hazards: Minimal: Limited use of pool chemicals and continued exposure to chemical in the pool, pool deck can be wet.

Machines/Equipment: PC, photocopier, phone, CD player/stereo

Noise Level: High - acoustics

"I love the whole sense that everybody here has a common goal to change people's lives."

- Jessica G., Occupational Therapist