

Job Description: Head WSI

Job title: Swim Instructor

Reports to: Aquatic Director

Job purpose: Under the direction of the Aquatic Director and in coordination with the Assistant Aquatic Director, the swim instructor is responsible for performing a variety of duties to ensure the success of the Swim Lesson Program.

Job Summary:

The Head WSI is responsible for the organization and supervision of the swim lessons program at the Selah Aquatic Center. The Head WSI will work with the Aquatic Director to develop the schedule of swim lesson for the summer and assist with securing qualified swim instructors to teach each class. The ideal candidate will have excellent organizational skills, be friendly and outgoing in working with parents and students, and work to become trained on the registration program utilized by the Selah Aquatic Center.

Job requirements:

- Must maintain CPR/First Aid and AED certification
- Red Cross Water Safety Instructor Certification required.
- Must be able to effectively communicate with students, their parents and staff members to maintain the safety of the swimmers in the program and the ideal mix of classes for Swim Lessons.
- Must be able to provide accurate demonstrations of the skills taught. Mature, credible, and comfortable communicating with guests, students, parents, and co-workers
- Scheduling flexibility to be able to work during peak pool hours which may include afternoons, evenings, and weekends

Head WSI Duties and Responsibilities

Supervise and schedule swim instructors and classes

- Work with swim instructors to schedule them to teach classes at the appropriate time and skill level.
- Ensure that sufficient and appropriate equipment is available for instructors and their students
- Put classes into the registration program
- Answer questions regarding swim instruction program and openings
- Assist parents with putting students in the proper class for their age and ability
- Ensure that instructors are teaching using proper technique and promoting swimmer safety.

Safety:

- Tend to accidents or emergencies in accordance with accident protocols and emergency action plans.
- 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 clean, safe, and in working order.

Punctuality/Timeliness:

- Make sure that instructors begin and end classes on time, remain after class to answer participant and/or parent questions.

Reliability/Maturity:

- They must have the maturity to use good judgment in stressful situations and be aware of surroundings
- They must be knowledgeable about the subject matter and constantly strive for improvement.

Head WSI Skills, Knowledge, Abilities and Qualifications

As strong and confident leaders, successful Head WSI candidates think proactively on their feet to resolve any issues that may arise and are creative in their solution to scheduling and staffing problems. Additionally, preferred candidates will possess the following:

SKILLS:

Communication skills –

- Head WSI's are knowledgeable about the program and are expected to answer any questions or concerns that patrons may have regarding the program or the instructors. They may be expected to

handle uncomfortable confrontations with instructors who are late, parents who are upset, or students who are disobedient. The ideal candidate will handle these situations with diplomacy with a regard for excellent customer service. They will understand the chain of command and be able to refer more difficult problems to the Aquatic Director.

- Accurately assesses participants' skills, progress and ability levels and be able to communicate these to the participants and parents tactfully and truthfully.
- Maintain positive yet professional relations & communicate effectively with the students, parents & staff.
- Must be able to respond to and handle upset patrons in a positive and appropriate manner.

Manual/Physical Skills:

- Must be able to demonstrate passing competency for all skills for every swim level taught and is able to provide accurate demonstrations of the skills taught.

Personal skills

- Ability to fairly & consistently enforce the rules & policies of the Selah Aquatic Center
- 17 years of age or older
- Ability to work independently and possess energy and enthusiasm.
- Present a professional appearance & attitude at all times while maintaining excellent customer service.

ABILITIES:

- Independently make decisions which comply with overall facility policies and procedures
- Read, understand and explain facility policies and procedures;
- Accept constructive criticism and direction from supervisors;
- Respects decisions and authority of supervisors
- Motivate program participants;
- Undertaking all other jobs that need his/her attention, including additional duties issued by management
- Attends staff trainings and meetings: expected to participate in weekly in-service trainings, be evaluated and receive instruction to improve techniques, and perform CPR and teaching skills audits.

Special Requirements: Ability to pass pre-employment practical skills test in the water

***Acceptable Swim Instructors Certifications include:**

American Red Cross Water Safety Instructor

With

The American Red Cross CPR Adult/Infant/Child. **OR**

The American Heart Association Basic Life Support (BLS) Adult/Infant/Child. **OR**

The American Red Cross CPR – AED for Lifeguards

Special Working Conditions:

Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as pollen and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death. A swim instructor should be comfortable working in a wet and watery environment. Stands in 78 - 88 degree water for five 30-minute periods while instructing and demonstrating swimming strokes and other aquatic techniques. He/she will have to wear a uniform provided by management.

Other Requirements:

Maintain professional attire at all times when on duty

- Athletic one-piece swim suit* (i.e., Speedo, Nike, TYR)
 - Hats*, rash guard shirt*, sunglasses*, sunscreen*, use of provided umbrellas as needed to reduce sun exposure
 - Whistle* of decibel level to be heard inside building when blown on deck
 - Staff issued lifeguard shirt and black, red, or navy shorts or sweats
- (*these are not provided by SPRSA and must be provided by employee):

Availability to work days, early mornings, afternoons, late evenings and weekends; Work is reviewed for results by observation. Employees in the seasonal classification normally work full-time seasonal (May through September) schedules. These employees are supervised by the Pool Manager at the work site.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Background Investigation:

Fingerprinting is required for persons 18 and older.