



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
AQUATIC INSTRUCTOR
(RECREATION PROGRAMS-WATER SAFETY)

PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position teaches American Red Cross learn-to-swim classes. Reports to the Aquatics Program Coordinator.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and instructs learn-to-swim classes according to established teaching outlines, methods and goals supported by the American Red Cross Swimming Program. Enforces aquatic safety standards for swimmers in and around pools, and teaches pool safety standards.

Completes required documentation and evaluations to gauge participant progress and suggested future class levels; sets up and breaks down equipment as needed.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Aquatics - Knowledge of patron and aquatics facility safety principles and practices, including a knowledge of the application of life saving and first aid techniques.
- Customer Service - Knowledge of principles and processes for providing customer service.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions. Knowledge of learn-to-swim class safety concerns which provide a safe environment for participants.
- Education and Training - Knowledge of the principles, techniques and methods of education and training to include methods for developing training outlines. Knowledge of skill progressions, ability assessments and evaluations.

REQUIRED SKILLS

- Swimming - Demonstrates competency in freestyle swimming, backstroke, breaststroke, butterfly, treading water, and survival floating, as defined by American Red Cross Level 3 skills.

- Time Management - Plans and organizes daily work routine, including class lesson planning. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Judgement/Decision Making - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

REQUIRED ABILITIES

- Communication - Ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of lesson plans, reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing.
- Interpersonal Relationships - Ability to develop and maintain cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.

EDUCATION AND EXPERIENCE

Must be at least 16 years of age with 6 months of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

An acceptable general background check to include a local and state criminal history and sex offender registry check.

Requires Water Safety Instructor certification from the American Red Cross or an equivalent agency.

Requires the following certifications from the American Red Cross or equivalent agency to be obtained within 30 days of hire: First Aid and CPR/ AED for lay rescuer.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- May occasionally involve heavier objects and materials (up to 100 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as, odor, fumes, wetness, water hazards, temperature and weather extremes, hazardous materials, infectious disease, or rude/irate customers.