



**Job Title:** Swim Program Coordinator  
**Department:** Public Works – Pub Properties  
**FLSA Status:** Non-Exempt, Hourly, Seasonal  
**Revised Date:** See Below

**Accountability**

Under the direction of the Public Properties Director, Assistant Recreation Director, Pool Manager and Assistant Pool Manager respectively.

**Job Summary**

Responsible for all aspects of the Learn-To-Swim program, including hiring, training, and supervision of American Red Cross Water Safety Instructors and Aides (WSI and WSIA) with possibility to teach and supervise lessons.

**Essential Job Functions**

Reviews applications for Water Safety Instructors and Aides, contacts eligible applicants, and trains new Water Safety Instructor/Aide applicants; reviews lesson plans and gives teaching assignments to Instructors and Aides, depending on their experience, skills and availability; contacts American Red Cross Water Safety Chairperson and signs provider agreement for the season and obtains supplies (supplies needed depend on number of students and WSI's); conducts an in-service for WSI's and WSIA's, after WSIA training and prior to the beginning of the summer lessons; inventories supplies, equipment and toys at the pool to ensure the appropriate equipment is available for lessons; holds a meeting with the parents at the beginning of each session during the student's first lesson; arrives punctually to scheduled shift times and maintains proper dress codes at all times.

**Additional Duties and Responsibilities**

Sets dates and times for swim lesson registration, WSI/WSIA course, and summer schedule in coordination with the Pool Manager.

**Knowledge, Abilities and Skills**

Good public relations and organizational skills; ability to demonstrate all skills included in the American Red Cross courses being taught; ability to handle stressful situations; ability to swim at Skill Level 6.


**Training and Experience**

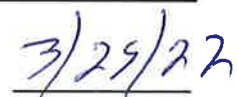
Current Water Safety Instructor Certificate; two years teaching American Red Cross lessons; thorough knowledge of the American Red Cross Water Safety Program. Additional certifications that would be beneficial include Lifeguard, CPR, Pool Operator, WSIT and LGI and experience with water exercise.

**Special Requirements**

Possession of a valid Driver's license.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:   
City Administrator

  
Date