

TOWN OF STEVENSVILLE

PARKS & RECREATION POSITION DESCRIPTION

Position Title: Aerobics Instructor
Department: Parks & Recreation
Date:

GENERAL PURPOSE

Performs routine public contact and safety work in teaching water aerobics, swimming lessons for adults and children, and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons & water athletic activities according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or correspondence.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Enrollment in good standing or graduation from a high school or GED equivalent; or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program;
- (B) Skill in operation of listed tools and equipment; currently hold First Aid and CPR certification or demonstrate the ability to successfully pass First Aid and CPR; and
- (C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public; ability to communicate effectively orally; ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

- (A) Lifeguard, First Aid and CPR certification. AEA (Aquatic Exercise Association) Professional Certification preferred, Arthritis Foundation Aquatic Program Certification preferred.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may

be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____

Date: _____

Supervisor: _____

Date: _____