

Town of Manchester
Leisure, Family and Recreation Department
List of Duties – Fall 2018
TITLE: Swim Lesson Instructor (Indoor)
Starting pay: \$13.00 Hours: 8-10 hours/week

Responsible for planning, coordinating and teaching learn-to-swim and water safety courses

Minimum Qualifications

- 16 years of age or older.
- American Red Cross Water Safety Instructor
- American Red Cross Lifeguard Training and First Aid
- American Red Cross CPR for the Professional Rescuer
- Blood Borne Pathogens training
- Available to work flexible hours, including evenings and weekends
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Knowledge and Skills

- Thorough knowledge and application of swimming and water safety skills
- Thorough knowledge and application of teaching swimming and water safety skills
- An understanding of facility characteristics, rules, policies and procedures
- Leadership and public relations skills
- Communication skills
- Decision-making skills

Responsibilities

- Be familiar with American Red Cross Learn-to-Swim levels, other Red Cross water safety courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience and ability of participants, so they can meet course objectives
- 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 safe
- Cover all material required in a swim level
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Enforce all aquatic facility policies, rules and regulations
- Complete records and reports
- Participate in regular in-service training sessions
- Perform additional duties as assigned by supervisor

(The above description is illustrative. It is not intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job)