



**Position: Swim Lessons Instructor**  
**Department: Parks and Recreation**  
**Reports To: Aquatics Director**

**FLSA status:** Hourly (Part Time)  
**Salary:** TBA based on experience  
**Deadline:**

**Summary:** The Swim Lessons Instructor will run the swim lesson programs for the Aquatics department. They will be responsible to know all requirements for all levels of the program from Parent Tot-Group Swim Lessons.

**Duties and Responsibilities** include the following, but are not limited to:

- Must be able to work variable shifts, evenings & weekends.
- Must hold a current American Red Cross Lifeguarding certification with a waterpark supplement.
- Ability to supervise children, youth and adults.
- Ability to understand, follow and carry out oral and written instructions.
- Ability to work unsupervised.
- Ability to maintain strict confidentiality.
- Must understand and enforce rules for all patrons.
- Must have great customer services skills when dealing with patrons, staff members and the general public on a daily basis.
- Assist staff with events and other duties as assigned.
- Perform any other related duties as required or assigned.

#### **Additional Duties and Responsibilities**

Reporting relationships, work assignments and work schedules may be subject to change in order to meet department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors and co-workers are essential elements of this program.

#### **Supervisory Responsibilities**

Will supervisor patrons in all aspects of water activity and as deemed suitable by management.

#### **Education and/or Experience**

Swim Team experience is preferred, but not required.

#### **Preferred Qualifications**

American Red Cross Lifeguarding Certification required at time of hire

American Red Cross Water Safety Instructor Certification preferred, but not required.

USA Swim Coaches Certification preferred, but not required.

Must be at least 16 years of age to work for the city.



### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to effectively present information to management and/or commission members.

### **Writing Skills**

Ability to effectively communicate in writing using letters, memos, press releases, and reports.

### **PLANNING**

When given assignments, the employee is responsible for the method, manner, and sequence when planning own work schedule/ operations.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Physical Demands**

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision; depth perception; and ability to adjust focus.

### **Environmental Conditions**

While performing the functions of the job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, risk of electrical shock.

### **Applying**

Please complete an application available at the front desk of the Veterans Park Community Center and turn in with certifications attached. Resumes are welcomed but will not be accepted without a complete application. If you have any questions, please reach out to Aquatics Director Steve Frye at 501-743-0910 or [aquatics@cabotparks.com](mailto:aquatics@cabotparks.com).