



J O B D E S C R I P T I O N

POSITION: **SWIM LESSON INSTRUCTOR (ACTIVITY SPECIALIST I)**

WAGE: **\$12.00 - \$12.55 - \$13.13 - \$13.73 - \$14.37 PER HOUR**

JOB DESCRIPTION

The Swim Lesson Instructor is responsible for instructing, supervising, and testing all swim lesson participants to the best of his/her ability. The Swim Lesson Instructor is expected to work mornings, evenings and weekends on a regular basis. Instructors are not required to have any teaching certifications, but are expected to teach the standard set in place by the City of Fremont.

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Instruct, test, and evaluate students participating in City of Fremont swim program
- Provide outstanding customer service while performing assigned duties, including interpreting and conveying information throughout the Waterpark
- Prepare class environment daily (lesson plans, equipment, general safety)
- Maintain order and discipline in classes to ensure safety and promote a learning environment
- Submit appropriate documentation to Supervisor in a timely manner
- Demonstrate skills required for class content, utilizing teaching aids (kick boards, diving rings, etc)
- Ability to manage time, beginning and ending class on time
- Recognize hazardous situations and contain area until help arrives
- Comply with standards of City designated safety agencies
- Maintain a high degree of confidentiality in performing all aspects of assigned responsibilities
- Assist other City departments in the event of major emergencies
- Attend staff trainings as assigned
- Perform all other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

The position is supervised by the Swim Lesson Lead and Swim Lesson Coordinator.

MINIMUM QUALIFICATIONS:

- At least 16 years of age
- Possess excellent communication skills, both written and oral
- Ability to read and interpret documents such as safety rules and lesson plans
- Possess good organizational skills and be able to multi-task
- Willingness to work mornings, nights, and weekends as required
- Experience working with children
- Ability to establish and maintain productive relations and positive attitude with and toward others
- All candidates must meet the following physical requirements:
 - Ability to sit or stand for long periods of time
 - Ability to walk up and down stairs
 - Ability to lift and maneuver at least 50 pounds
 - Ability to bend, kneel, stoop, push, and pull
 - Ability to work in an outdoor environment with wet conditions and extreme heat

- Ability to work in direct sunlight
- Vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS:

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT

City of Fremont, Recreation Services Division
3300 Capitol Avenue, Building B, Fremont, CA 94538
Or www.fremont.gov

For further information regarding this position, please call (510) 494-4362

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.