

## Pine Mountain Lake Association Job Description

**Job Title:** Seasonal Swim Instructor  
**Job Code:** 68  
**Department:** Recreation  
**Location:** Swim Center  
**Reports To:** Seasonal Pool Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 2/16/22 sa/mc

### SUMMARY

Conducts swim lessons for PMLA Swim Center with approved swim lesson curriculum in a safe environment for children. Maintains payments, records and progress of participants. Builds rapport with participants, property owners, renters and guests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Enrolls swim lesson participants in correct sessions based on age and ability
- Ensures proper payment for swim lessons
- Enthusiastically teach swim lessons in accordance with approved curriculum
- Upholds water safety and pool regulations at all times
- Ability to work well with children and guardians
- Prepares swim lesson area with proper tools and swim lesson props/aides
- Keeps attendance and provides reports of participants progress to Seasonal Pool Manager
- Must wear proper/modest swimwear during lessons
- Must be able to work outdoors in various weather conditions
- Regular, punctual attendance is required
- Other duties may be assigned

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent customer service skills
- Cash and credit card handling abilities
- CPR and First Aid certification or certified upon hire
- Swim Lesson certification or certified upon hire

### EDUCATION and/or EXPERIENCE:

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience

### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money, weight measurement and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- CPR and First Aid certification or certified upon hire
- Swim Lesson certification or certified upon hire

**OTHER SKILLS AND ABILITIES:**

Ability to operate specific equipment and tools.

**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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals and risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.