



## CITY OF PATASKALA

### ORDINANCE 2022-4412

Passed March 7, 2022

#### **AN ORDINANCE CREATING AND ESTABLISHING A NEW POSITION WITHIN THE CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT, TO WIT: SWIM LESSON INSTRUCTOR**

**WHEREAS**, in November 2021, the Personnel Board of Review, reviewed and approved one new job description for the following new positions within the Parks and Recreation Department: Swim Lesson Instructors.

**WHEREAS**, Council for the City of Pataskala now wants to create this new positions so that the City may advertise, interview, and fill this new positions before the 2022 season begins: and

**WHEREAS**, Council for the City of Pataskala already approved, as part of the 2022 operating budget, funding for this positions.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PATASKALA, COUNTY OF LICKING, STATE OF OHIO, A MAJORITY OF ALL MEMBERS ELECTED OR APPOINTED THERETO CONCURRING, THAT:**

Section 1: Council for the City of Pataskala hereby creates and establishes the following position and the job description attached hereto and incorporated by reference.

- a. Swim Lesson Instructor (6)

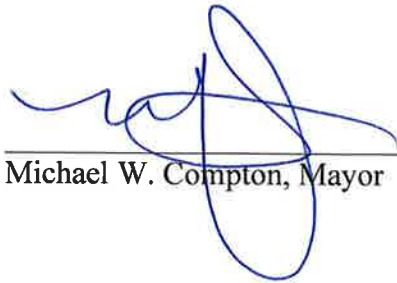
Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of Council and that all deliberations of the Council and any of the decision-making bodies of the City of Pataskala which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

Section 3: This Ordinance shall take effect at the earliest time allowed by the Charter of the City of Pataskala.

ATTEST:

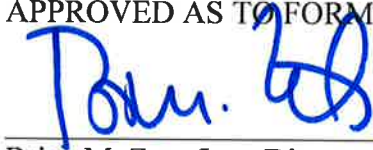
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Kathy M. Hoskinson, Clerk of Council

A handwritten signature in blue ink, appearing to read "Michael W. Compton", written over a horizontal line.

Michael W. Compton, Mayor

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Brian M. Zets", written over a horizontal line.

Brian M. Zets, Law Director



## CITY OF PATASKALA, OHIO POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Swim Instructor/Guest Service Team Member
<b>PAY RATE:</b>	\$9.50-\$10.00
<b>POSITION TERM:</b>	Seasonal (non-permanent)
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>POSITION REPORTS TO:</b>	Parks and Recreation Manager
<b>NUMBER OF OPENINGS:</b>	Six (6)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Unclassified

### **JOB DESCRIPTION:**

#### **Basic Functions**

As a swim instructor/guest services employee we are seeking dedicated individuals who want to ensure the day-to-day operations of the pool runs smoothly. In this position there is a potential for the following job duties to overlap or there could be a hybrid of each dependent upon on the applicant's desire and management agreeance.

#### **Example of job ratio described below:**

- Swim instructor (60%),
- Concession stands services (30%)
- Other duties as assigned (Guest Services) (10%).

#### **Essential Functions**

Duties include, but are not limited to, the following:

- Monitor the pool and surrounding area, as needed during swim lesson
- Perform swimming rescues and first aid CPR, as needed.
- Take orders for food and beverages and prepare microwaveable food items such as sandwiches and hotdogs using appropriate quantities of ingredients.
- Follow proper sanitation guidelines during food preparation and packing activities.
- Participate in the set-up of concession stand/admission area, arrange inventory of supplies, and communicate shortages of deficiencies to facility manager.
- Assist in conducting program evaluations
- Assist with participant registration and inquiries
- Maintain a safe environment in the pool and surrounding areas and ensure safety of pool patrons.

- Attend staff meetings and trainings.
- Leads energizing, fun, safe, and educational classes, as directed by the supervisor. Classes are taught according to the progression detailed in the swim lesson skill level sheets.

**HOURS: Total of 300 hours over a two-month time period- Additional hours are possible**

- Be available AM, Afternoon. PM
- Work special events, community events, and pool parties
- Be available during weekends and holidays
- Typical Swim Lessons Shift: 10am-12:30pm/5:30pm-7pm
- Concession Stand Operations: 4-8 hour shifts each day: Open 7 days per week

**Safety**

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

**Other Duties**

- Other related duties as required or assigned by the on-duty Pool Manager/Swim Lesson Coordinator

**MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

- Must be 15 years old by Memorial Day of each pool season
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**TRAINING AND EXPERIENCE**

- Obtain First Aid, AED, CPR certification training which is administered upon hire
- Previous experience as a swim instructor preferred but not required
- Ability to work and enforce policy and procedure with minimal supervision
- Attend regular in-services and meetings both online and in person
- Ability to investigate and resolve citizen complaints and inquiries.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to perform all swim strokes which will be taught
- Physical testing: 200m swim, Tread Water: 2 minutes

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted:

The City of Pataskala is an equal opportunity employer