



## 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