

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE:	Instructor
JOB CODE:	353
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	Community Services/Recreation
SUPERVISOR:	Aquatic Coordinator or Recreation Program Manager

Position Summary:

Under general supervision of the Aquatic Coordinator or Recreation Program Manager, ensures the safety of patrons by preventing and responding to emergencies and/or provides instruction in aquatic and recreation programs. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Ensures the recreational facility's patrons' safety by providing instruction in aquatic, ice rink, and/or recreational programs.
- Always presents professional appearance and attitude and maintains a high standard of customer service.
- Attends and participates in in-service training sessions.
- Prepares and maintains appropriate activity reports.
- Handles or refers to problems and situations as they arise within the facility.
- Educates the swimming public on the attitudes and habits of a safe pool environment.
- Educates the public on the attitudes and habits of a safe recreational environment.
- Encourages patron cooperation and support through positive public relations.
- Contributes to a team effort and accomplishes related results as required.
- Explain and demonstrate the principles, techniques, and methods of a variety of aquatic, ice, and/or recreational activities.
- Accurately assesses correct placement of students for swimming instruction, water exercise, skate lessons, or other recreational lessons.
- Observe and assist patrons in obtaining their individual goals in their selected activity.
- Prepares and maintains all required paperwork, including lesson plans, worksheets, and record sheets.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED (except for full-time high school students).
- Must be at least sixteen years of age.
- Must successfully complete a pre-employment physical exam prior to commencing work.
- Must successfully complete a thorough background investigation.

- For Aquatic Center: Must possess a current Water Safety Instructor certificate from the American Red Cross for swim instruction and/or Aquatic Exercise Association certificate for water exercise instruction.
- For Ice Rink: Must possess or have the ability to obtain within ninety days of employment and must maintain a current Ice Skating and/or Roller-Skating Instructor certificate.

Knowledge, Skills, and Abilities:

- Knowledge of customer service standards and procedures.
- Knowledge of proper recreation etiquette and safety standards
- Knowledge of proper pool etiquette and facility safety standards
- Knowledge of water quality regulations, policies, and standards.
- Knowledge of ice rink quality regulations, policies, and standards.
- Knowledge of aquatic principles, physiology, techniques, and teaching methods.
- Knowledge of recreation principles, physiology, techniques, and teaching methods.
- Skill in organizing and coordinating.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work both independently and in a team environment.
- Ability to prepare routine administrative paperwork.
- Ability to enforce policies and procedures.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, stand, swim, and skate. The employee regularly uses manual and finger dexterity and visual acuity to complete tasks. The employee routinely uses a full range of mobility in the upper and lower body; reaches overhead; and works in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time. The employee must be able to lift, pull, and push materials and equipment up to 25 pounds to complete assigned job tasks and must occasionally handle or maneuver a person up to 100 pounds.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. This position occasionally uses standard office equipment such as computers, phones, and photocopiers. Work is performed in both a professional office environment, aquatic center, ice rink, and in an outdoor setting, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;

- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed:

Revised: