

JOB TITLE: SWIM PROGRAM COORDINATOR (SEASONAL) (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Seward Recreation Department.

JOB SUMMARY: Responsible for all aspects of the Learn-To-Swim program. Supervises and teaches lessons; assists with emergencies; responsible for hiring and training of American Red Cross Water Safety Instructors and Aides (WSI and WSIA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reviews applications for Water Safety Instructors and Aides; contacts eligible applicants; trains new Water Safety Instructor Aide applicants; reviews lesson plans and gives teaching assignments to Instructors and Aides, depending on their experience, skills and availability; contacts American Red Cross Water Safety Chairperson and signs provider agreement for the season and obtains supplies (supplies needed depend on number of students and WSI's); conducts an in-service for WSI's and WSIA's, after WSIA training and prior to the beginning of the summer lessons; inventories supplies, equipment and toys at the pool to ensure the appropriate equipment is available for lessons; holds a meeting with the parents at the beginning of each session during the student's first lesson.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Places ads in newspaper for WSI's and WSIA's; sets dates and times for swim lesson registration, WSIA course and summer schedule; arranges with Civic Center (registration) and Concordia University (WSIA course) to use facilities, when necessary.

SKILLS AND ABILITIES: Good public relations and organizational skills; ability to demonstrate all skills included in the American Red Cross courses being taught; ability to handle stressful situations; ability to swim at Skill Level 6.

EXPERIENCE AND TRAINING: Current Water Safety Instructor Certificate; two years teaching American Red Cross lessons; thorough knowledge of the American Red Cross Water Safety Program. Additional certifications that would be beneficial are: Lifeguard, CPR, Pool Operator, WSIT and LGI and experience with water exercise.

SPECIAL REQUIREMENTS: Legible handwriting and possession of a valid Class B Driver's License.

Updated 7/2000