

**JOB DESCRIPTION**

City of Patterson



Human Resources

**RECREATION SPECIALIST**  
**“SWIM INSTRUCTOR”**

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

To lead and implement a wide range of swim instruction programs that foster community development and education. Responsible for the safety of the participants in swim lessons and aquatic programs. Participate in the ability to be flexible and change plans based on the needs of the program. The Recreation Specialist will be committed to customer service skills related to communicating with all ages of youth through adults.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Recreation Supervisor and Pool Managers

This position will supervise program participants

**ESSENTIAL DUTIES**

Essential and other important responsibilities may include, but are not limited to, the following:

Organize youth and adult aquatic programs including Swim Lessons and Special Events

Organize and implement instruction swim classes for youth – adults.

Assist in organization and implementation of Aquatic Special Events.

Assist with education of swim safety materials and marketing of the benefits of swim programs to the participants and the community.

Perform related duties as assigned.

## **MIMIMUM QUALIFICATIONS**

**Knowledge of:** Recreation programming, teaching, leading and program instruction

**Ability to:** Understand and carry out oral and written directions. Ability to communicate courteously and effectively with the general public. Ability to speak Spanish is desirable.

## **EXPERIENCE AND CERTIFICATION(S)**

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Experience working with children, youth and adults; leading programs; teaching skills.

**License or Certificate:**

WSI – Water Safety Instructor – Preferred but not required

Completion of First Aid

CPR certification

Certified Coaches Administrators Course \*

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 16 years of age or older. If under 18, must qualify for a work permit and have completed your sophomore year in high school.

Must possess a valid class C driver's license.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

\* Completion of a first aid, CPR, and Certified Coaches Administrators course within one year of employment.