



SPECIALTY INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Senior Recreation Supervisor, Recreation Leader conducts classes within assigned Recreation divisions for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for the guidance and safety of all students throughout the programs.
- Responsible to teach all classes in a session or have a substitute scheduled.
- Complies with recreation center policies as they relate to instruction duties.
- Describes accurately and demonstrate new skills as they are taught.
- Records attendance and skills/lessons taught for each class.
- Returns all equipment to its proper place at the end of lessons.
- Provides detailed lesson plans for substitute instructors.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 16 years of age.



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PREFERRED EDUCATION AND EXPERIENCE

- One (1) year or more of work experience in a related instructing field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess CPR, AED and First Aid certification, within 90 days of hire.
- Must have thorough knowledge of pertinent operational manuals and procedures.
- Strong customer service and inter-personal skills.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains a CPR, First Aid and AED certifications.
- Demonstrates ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.



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PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.



AQUATIC SPECIALTY INSTRUCTOR

SPECIALTY INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Leader

Approved: September 1, 2010
Revised: December 2, 2013
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Recreation Leader, conducts classes and supervises in-service training of staff and natatorium maintenance for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Instructs swim lessons in accordance with the American Red Cross instruction standards.
- Describes accurately and demonstrates new skills as they are taught.
- Responsible to teach all classes in a session or have a Water Safety Instructor substitute scheduled.
- Detailed lesson plans must be completed for any substitutes.
- Follows the Washington Township Recreation Center Aquatic Policy at all times.
- Responsible for the guidance, safety and welfare of the people in his/her class from the time children leave their caregiver to the time they are returned to the caregiver.
- Returns all equipment to its proper place and must be kept out of the way of patrons.
- Maintains all records of swim lesson participants to be referenced for level ability.
- Maintains accurate records of accidents and incidents for each class.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.



AQUATIC SPECIALTY INSTRUCTOR

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 16 years of age.
- Water Safety Instructor (WSI) certification (American Red Cross).
- CPR/AED for the Professional Rescuer (American Red Cross).
- First Aid certification (American Red Cross or American Heart Association).
- Successful completion of the Washington Township Stroke Test.
- Any combination of training or experience which provides the necessary knowledge, skills, and abilities may be accepted.

PREFERRED EDUCATION AND EXPERIENCE

- One (1) year or more of swimming experience in teaching, coaching or swim team.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess an American Red Cross Water Safety Instructor certification.
- Possess a First Aid certification (American Red Cross or American Heart Association).
- Possess a CPR/AED for Professional Rescuers certification (American Red Cross or American Heart Association).
- Successful completion of the Washington Township Stroke Test.
- Possess advanced swimming ability.
- Thorough knowledge of Water Safety Instructor (WSI) manual.
- Strong customer service and inter-personal skills.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.



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PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains an American Red Cross Water Safety Instructor certification.
- Maintains a First Aid certification (American Red Cross or American Heart Association).
- Maintains a CPR/AED for Professional Rescuer certification (American Red Cross or American Heart Association).
- Demonstrate ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

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- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
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- Walking and standing on various surfaces, including rough terrain, as required.
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PHYSICAL REQUIREMENTS *(continued)*

- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.