

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Swim Instructor**

Minimum Age: Must be at least 16 years old to apply.

Pay Range: Starting at \$10.40 per hour

Illustration of Duties & Responsibilities:

1. Instructs courses within the Learn-To-Swim program.
2. Demonstrates the ability to teach swim skills and techniques in the areas of water safety, locomotion in the water and swimming proficiency.
3. Demonstrates a "Service with a Smile" attitude and strives to exceed the customers' expectations at all times.
4. Attends all in-service trainings and performs successful skill audits. Is well groomed at all times.
5. Maintains the cleanliness of swimming pool, deck, gutters, equipment, and bathhouse.
6. Must be test-ready for Ellis and Associates audit.
7. Responsible for maintaining the organization of the staff room closet, program inventory closet and informing management of any needed supplies.
8. Responsible for completing lesson plans and other planning documents required as instructors within the Learn-to-Swim Program.
9. Responsible for completing and delivering mid-session performance reviews and end-of-session performance reviews for each participant in their course.
10. Performs all other duties as assigned

To request a complete job description, please e-mail parksandrec@cityofmiamisburg.com