



GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION
("GDRA" or "Association")
JOB DESCRIPTION

Job Title: Swim Instructor

Work Location: 15726 Glenshire Drive, Truckee, CA / Glenshire Community

Division/Department: Facilities

Reports to: Facilities Manager

Supervises: No supervisory requirements of this position

Full-time/seasonal
 Part-time/seasonal

Exempt
 Nonexempt

This is a part-time, seasonal, non-exempt position. Normal pool hours at GDRA are between 8:00 AM and 7:00 PM, daily. The position is anticipated to work between 10 to 15 hours per week, and the anticipated schedule will be Wednesday through Saturday, between 9:30AM and 12:30PM. Employment at GDRA is "at-will" which means that GDRA or the employee may terminate the employment relationship at any time with or without notice, and with or without cause.

Summary Re: Purpose of Position:

The Swim Instructor is responsibility for the GDRA Children Swim Lesson Program, by providing quality instruction to participants in a safe and nurturing environment. Prior experience working with children ages 4 to 12 years old is required as well as the ability to plan and structure lessons that will enhance both individual and group learning.

The Lifeguard's duties/decisions will be performed to reflect the GDRA Guiding Principles:

- ✓ Maintain and improve all common areas and facilities.
- ✓ Maintain and improve safety.
- ✓ Protect the Association's natural environment.
- ✓ Promote healthy living and connectivity.
- ✓ Foster an engaged, connected membership.
- ✓ Encourage a diverse community that supports the current quality of life at GDRA.

Essential Duties and Responsibilities:

- Lead the Glenshire swim lesson program.
- Teach swimming techniques, swimming strokes, and water safety rules to students with varying swimming abilities.
- Assist experienced swimmers in enhancing their swimming abilities.
- Assess the progress of students and adjust teaching programs accordingly.
- Monitor students to prevent accidents and injuries.
- Implement ground rules for each swim session.
- Plan swimming lessons that take into account students' abilities and progressive development.
- Identify incorrect swimming techniques and correct students accordingly.
- Make sure all participants have a quality experience.
- Enforce water safety rules and regulations.
- Perform rescues, resuscitation and provide first aid as needed.
- Notify supervisors of disturbances and emergencies. Fill out all accident or incident reports.
- Act as a liaison between the parents and association personnel.
- Suggest program improvements.
- Attend training and staff meetings as required.
- Manage registration of swimming lessons.

General Expectations for All GDRA Staff Members:

- Maintain regular and punctual attendance as scheduled.
- Communicate and engage with others in a professional manner and with respect.
- Maintain compliance with GDRA policies and procedures.
- Maintain a positive attitude and provide exemplary customer/client service even while working under pressure to meet deadlines.
- Be a good team player who collaborates openly and maintains positive relationships with coworkers.
- Participate in employee training and staff meetings as required.
- Comply with all GDRA safety policies and be always safety conscience, including but not limited to, wearing personal protective equipment (PPE) when required, and operating all machinery safely and pursuant to safety instructions.

Because of the fluctuating demands of the company's operation, it may be necessary that each employee perform a multitude of different functions. Therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks, not specifically addressed above.

Essential Physical Requirements of Position:

- Stand for extended periods of time.
- Remain stationary for extended periods of time.
- Move and use hands to finger, handle or feel.
- Frequently required to reach with hands and arms, ascend, descend or balance and position self to access files/equipment, etc.
- Frequently required to walk, kneel, crouch, climb or crawl and taste or smell.
- Frequently lift and/or move up to 25 pounds.
- Occasionally lift and/or move heavy objects of up to 75 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

****NOTE:** If an applicant or employee has a qualifying disability or medical condition that affects his/her ability to perform the essential duties and requirements of this position, the individual should promptly advise the Operations Manager and the Association will engage in the interactive process with the individual to determine if a reasonable accommodation exists to help him/her perform the essential duties and requirements and, if so, whether it can be provided by the Association without creating an undue hardship for GDRA. The Association may require medical documentation supporting from the individual's health care provider to support a request for reasonable accommodation.

Working Conditions:

This position is primarily an outdoor position. Work is performed in a variety of environmental conditions, with exposure to outdoor temperatures, weather variations, traffic and equipment noise, equipment vibrations, vehicle and/or chemical fumes, chemicals such as cleaning solvents and grease, machinery and their moving parts and dust. The noise level in the work environment is usually moderate.

Minimum Required Physical Skills:

- Swim 500 yards continuously using each of the following strokes for at least 50 yards: crawl, breaststroke, elementary backstroke and sidestroke.
- Surface dive to a minimum of six feet and retrieve a 10-pound swimming brick to the side of the pool.
- Surface dive to a minimum of five feet and swim under water for at least fifteen yards.
- Tread water for three minutes.
- Run 25 Yards in less than 8 seconds.
- Remove and cover the pool with a thermal blanket.

Required Certification (*Training and certification may be available*):

- Current American Red Cross Lifeguard Training Certificate or equivalent experience or ability to obtain one.
- Current American Red Cross CPR and First-Aid or equivalent or ability to obtain one.

Job Description Reviewed & Approved on: _____	Signature of Manager: _____
Job Description Received and Reviewed by Employee on: _____	Employee's Name: _____ Employee Signature: _____ <i>By my signature, I confirm that I received, read and understand the job description and job requirements for the Head Lifeguard position. I understand that my performance will be measured in part by the satisfactory adherence to the job tasks described in this document.</i>