

**Job Class Profile:           Swimming Instructor****Pay Level:                   CG-21                   Point Band:                   340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	3	4	6	1	3	2	1	5	
Points	47	50	25	29	30	65	41	21	54	362

**JOB SUMMARY**

The Swimming Instructor performs specialized work in providing swimming instruction in a provincial or institutional swimming pool. Work includes organizing and participating in swimming instruction periods, instructing students and other organized groups in fundamental and advanced swimming pool regulations.

**Key and Periodic Activities:**

- Instructs in and demonstrates fundamental and advanced swimming to organized groups; coordinates time schedules for the various swimming classes for organized groups.
- Ensures that all swimming pool and rescue equipment are kept in their proper location; performs pool maintenance duties; takes daily samples of water to laboratory for chlorine tests.
- Meets the general public and answers questions pertaining to the pool activities and operations.
- Patrols and observes swimming pool area to ensure compliance with pool regulations; rescues swimming participants who appear to have difficulty; applies artificial respiration or resuscitation if necessary; administers first aid to cuts and other injuries suffered by participants.
- Lifeguards recreational swimming sessions, swim meets and clinics.
- Performs office duties as required, including collecting monies and issuing receipts; answering telephone calls and assisting with swimming registration.

**SKILL****Knowledge****General and Specific Knowledge:**

- Water safety
- First Aid
- CPR

**Formal Education and/or Certification(s):**

- Minimum: High School Diploma supplemented by completion of Bronze Medallion and Bronze Cross.
- Water Safety and Lifesaving courses
- National Lifeguard Certification.

**Years of Experience:**

- Minimum: 1 year of experience as a lifeguard

**Competencies:**

- Ability to swim
- Ability to instruct/teach

**Interpersonal Skills**

- A range of interpersonal skills are utilized including listening to information from staff and swimming participants; asking questions as part of providing swimming instruction; providing routine information to the public by answering questions pertaining to pool activities and operations and sometimes dealing with upset or angry people. Instructing, teaching, training, mentoring and coaching are all examples of interpersonal skills utilized in providing swimming instruction.
- Communication occurs with employees within the immediate work area, swimming pool manager and members of the general public participating in swimming pool activities.

**EFFORT****Physical Effort**

- Work demands occasionally result in fatigue, requiring periods of rest.
- Lifting and moving children in and out of the pool requires strength and endurance. Also required to lift and move swimming pool safety and maintenance equipment.
- Sitting, standing and walking are required to patrol and observe swimming pool area to ensure compliance with pool regulations.
- Maintaining balance is evident while instructing swimming lessons which may also involve bending, kneeling and stretching.

**Concentration**

- **Visual** concentration is required to patrol and observe swimming pool area to ensure compliance with pool regulations.
- **Auditory** concentration is required to work in a swimming pool environment to listen for calls for help.
- **Other sensory demands** such as smell may be used to identify the presence of chemicals.
- **Repetition** requiring alertness is evident while instructing swimming lessons.
- **Higher than normal levels of attentiveness and alertness** for the health and safety of others is evident while lifeguarding to ensure participant safety.

**Complexity**

- Work involves a series of tasks which are similar/related in terms of the skills and knowledge required and are usually well-defined.
- Typical challenges relate to the provision of swimming instruction and observation of swimming pool environment to ensure compliance with pool safety regulations.
- References available to address typical challenges include swimming pool policies, procedures and guidelines.

## RESPONSIBILITY

<b>Accountability and Decision-Making</b>
<ul style="list-style-type: none"> <li>— Work is carried out with considerable independence of action within established policies and procedures. Results are evaluated for compliance with policy and procedures and by the absence of valid complaints.</li> <li>— Independently instructs students and organized groups in the fundamentals of swimming; enforces swimming pool rules, policies and procedures while patrolling and observing the swimming pool area.</li> <li>— Supervisory approval would be required for leave requests.</li> <li>— Discretion and judgment are utilized in the enforcement of swimming pool regulations, policies and procedures.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>— Results of work tasks and activities are directly felt within the immediate work area; department and on the general public taking part in swimming lessons.</li> <li>— Results of work tasks and activities directly impact on the health and safety of the general public participating in swimming lessons and activities; facilities in terms of pool maintenance; swimming pool equipment and corporate image in terms of providing a safe recreational environment.</li> <li>— Consequences of mistakes or errors are directly felt within the immediate work area, department and on the general public taking part in swimming lessons. Typically impact on the public in terms of the swimming instruction provided; facilities in terms of cleanliness of the pool and equipment utilized. Mistakes made in swimming instruction or lifeguarding could lead to emergency situations.</li> </ul>
<b>Development and Leadership of Others</b>
<ul style="list-style-type: none"> <li>— There is no supervision of staff but may provide some advice/guidance to new employees.</li> </ul>

## WORKING CONDITIONS

<b>Environmental Working Conditions</b>
<ul style="list-style-type: none"> <li>— There is a requirement for special precautions to ensure safety of swimmers and safety equipment is available for emergency situations.</li> <li>— Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures, injury or occupational illness resulting in partial or total disability.</li> <li>— Exposure to distracting noise in the swimming pool environment; wet and slippery pool decks and glare from pool lights.</li> </ul>