

## JOB DESCRIPTION



<b>Department</b>	Therapeutic Recreation
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Adaptive Swim Instructor
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$13.00/hr. - \$19.00/hr. PT1319

### Job Summary

The Adaptive Swim Instructor is a part-time position in the Therapeutic Recreation Department and reports to the Therapeutic Recreation Manager. The primary purpose of this position is to design and implement safe aquatics programming for program participants with disabilities. The primary responsibility is to provide safe and effective swim instruction to program participants with disabilities, members, and guests of the RecPlex on a 1:1 or small group basis.

### Job Duties

- Ability to effectively communicate with families, clients, and manager.
- Conduct participant assessment and develop agreed upon goals with swimmer and the family.
- Be skilled and knowledgeable in the program area with which you will be instructing, while executing reputable practices and principles from within the specific discipline or program.
- Facilitate proper education and fundamental understanding of the discipline/program to each individual participant.
- Monitor participant for appropriate safety and adjust teaching to accommodate various levels.
- Maintain records of class attendance and provide progress reports to families and immediate supervisor.
- Maintain positive working relationship with immediate supervisor, RecPlex co-workers and all patrons of the facility.
- Promote a teamwork attitude and support the overall goals of the Therapeutic Recreation Department.
- Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
- Maintain a safe and clean program area.
- Conduct participant evaluations and surveys each session.
- Assume full responsibility of program area and equipment during class time, ensuring that equipment is stored neatly in a proper place, doors locked and any keys returned.
- Perform regular checks of all program equipment for quality and safety, while reporting immediately any concerns about equipment, or recommendations for repair or replacement, to your immediate supervisor.
- Enforcement of all program policies and procedures.
- Ensure safety of patrons in the facility and be prepared to take charge in an emergency situation if necessary. Report any emergencies to the Supervisor/Coordinator/Director immediately.
- Attend regularly scheduled staff meetings and mandatory training sessions.
- Performs other duties and special assignments as directed within the scope of the Therapeutic Recreation Department.

### Physical Requirements

- Must be positive, energetic, enthusiastic, calm, patient, and motivational.
- Must enjoy contact with the public, and consistently remember that first impressions are important with every personal contact.
- Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
- This position requires adequate muscle strength for pushing, pulling, lifting, and participation in continuous activity for a minimum of one hour at a time while in the water. The Program instructor must be able to tolerate the cool temperatures of the pool water and the humid air of the pool area that are consistent in any pool area.
- Uniform will be worn at all times while on duty.

### Requirements - educational, certifications and experience

- Must be at least 16 years of age.
- Minimum of one (1) year of swim instructor or life guard experience
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.
- Ability to perform continuous physical activity in the water.
- American Red Cross Waterpark Certified Lifeguard Certification required within six (6) months of hire date.

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Rev. 1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.