



Northern Lehigh Recreation Authority

125 S. Walnut Street

Slatington, PA 18080

Phone: (484) 633 - 0093

NLRecAuthority@Gmail.com

www.NorthernLehighRec.org

[www.Facebook.com/NorthernLehighRec](https://www.facebook.com/NorthernLehighRec)

JOB DESCRIPTION

Position: Swim Lesson Instructor
Opens: 4/26/2017
Closes: N/A
Compensation: \$8.00 per hour (commensurable with experience)
Employment Dates: Monday through Friday – 8:30am to 11:30pm @ Northern Lehigh Swimming Pool
June 10, 2017 – July 28 2017

SUBMIT YOUR COMPLETED APPLICATION TO: Attn. Michael Kukitz, 125 S. Walnut Street, Suite 260, Slatington, PA 18080 or via email to MikeK@NorthernLehighRec.org

GENERAL PURPOSE

To instruct swim lessons to all program participants with safety being of the utmost importance.

SUPERVISION RECEIVED

Works under the supervision of the assigned Swim Instructor Supervisor and/or Northern Lehigh Recreation Director.

SUPERVISION EXERCISED

Supervises all swim lesson participants

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Meet the attendance requirement of the position, which calls for a work schedule Monday - Friday from 8:30am – 11:30pm.
- Work closely with the Swim Instructor Supervisor to facilitate the overall program plan.
- Become familiar with various swim levels/curriculum and know how to teach course materials effectively.
- Demonstrate professionalism and patience while meeting the participant's interests, abilities and goals.
- Educate participants on proper technique and promote swimmer safety.
- Conduct swim tests as required.
- Assist with completing skill sheets, lesson logs and attendance information as needed.
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards and that materials and equipment are safe. Maintain cleanliness and safety of pools and equipment.
- Tend to accident or emergency situations in accordance with accident/incident protocols and/or emergency action plans.
- Attend mandatory meetings and trainings as scheduled.
- Complete and submit payroll information weekly.
- Complete additional duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school education preferred, although not required.

(B) Must have your CPR and First Aid certification prior to the start of the program.

(D) Must have a thorough knowledge and application of swimming and water safety skills

(C) **All instructors are required to obtain** the Child Abuse, Criminal History and FBI clearances which can all be applied and paid for electronically at the cost of the applicant. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/>

The mission of the Northern Lehigh Recreation Authority is to provide a diverse range of educational & recreational programs and activities that promote a strong sense of community



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Necessary Knowledge, Skills and Abilities:

- (A) Ability to exercise strong customer service skills.
- (B) Ability to work independently.
- (C) Ability to deal with and interact with the public appropriately
- (D) Ability to keep and organize detailed records.
- (E) Interact effectively with both school age children and parents.
- (F) Communicate effectively both verbally and in writing with individuals in or involved with the Swim Lesson program.
- (G) Exercise sound judgment and flexibility.
- (H) Ability to understand and follow moderately complex oral and written instructions.
- (I) Ability to prioritize work assignments, handle multiple tasks and projects, resulting in work being performed in the most efficient and timely manner.
- (J) Excellent problem solving and conflict resolution skills.

Tools & Equipment Used

Requires daily use of all swim lesson equipment (kickboards, etc.)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to be on their feet or in the water in an active environment. Performs work outdoors in various weather conditions. Must have stamina to stand, walk and/or be in the water for a minimum of five (3) hours. The employee must occasionally lift and/or move up to 40 pounds. Employee should possess a valid Pennsylvania driver's license or have the ability to arrive on-time.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the outdoor work environment can become loud based on the participants and activities that take place.

Selection Guidelines

Candidates may be required to attend an in-person oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____

Date: _____

Print Name: _____



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Instructor Application

Thank you for your interest in Northern Lehigh Recreation!

Name_____

Home Phone_____ Cell Phone_____

Address_____

City_____ State_____ Zip_____

Position Applying For:_____

Emergency Contact _____ Phone_____

HOURS AVAILABLE (Please check appropriate boxes)

	MON	TUE	WED	THU	FRI	SAT	SUN
DAY HOURS							
EVENING HOURS							

EDUCATION & TRAINING

	Training	High School	College/University	Graduate
School Name & Address				
Highest Grade Completed				
Diploma/Degree Course of study				
Specialized Skills/Training				

REFERENCES

Provide two names and telephone numbers for personal references who are not related to you

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EMPLOYMENT EXPERIENCE

May we contact your present employer? YES NO

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Terms and Conditions

I wish to provide my services to the Northern Lehigh Recreation Authority (hereinafter referred to as the "NLRA"). In consideration of the NLRA providing me with the opportunity to instruct activities and intending to be legally bound hereby, I waive, release, and forever discharge the NLRA and its directors, officers, members, employees, and agents from any and all liability, causes of action, suits, proceedings, damages, judgments, claims and demands whatsoever arising out of my participation as a NLRA instructor or in any NLRA related activity. Moreover, I am aware that there are inherent risks of injury to myself, my property and third parties arising from such activities and I voluntarily assume all such risk and damage arising therefrom, and intending to be legally bound hereby, will hold the NLRA and its agents, servants, and employees harmless from any and all liability, actions, causes of action, claims and demands of every kind and nature whatsoever which I now have or which may arise out of or in connection with my services. I understand that representatives of the NLRA or the news media may occasionally take photographs or shoot film footage of any and all programs and I give my permission for my image to be used by the NLRA in occasional publicity materials.

Applicant Signature

Date