



# **Town of New Milford Parks & Recreation Department**

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

## **Job Description: Swim Instructor (WSI)**

**POSITION:** Swim Instructor (Water Safety Instructor)

**REPORTS TO:** Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** Lynn Deming Park

**SEASONAL:** up to 40 Hours/Week

### **MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

### **GENERAL STATEMENT OF DUTIES:**

Instructs swimming lessons for the public. Monitors the safety of Lynn Deming Park visitors and prevents accidents by enforcing park regulations and swim area rules.

### **ESSENTIAL FUNCTIONS:**

- Instructs swimming lessons according to skill requirements as defined by the American Red Cross Water Safety Instructor Program.
- Prepare and complete lesson plans, keep written records of each swimmer's progress, submit rosters, report cards, and any class changes to P&R offices, on time and in a neat manner.
- Responds to incidents and accidents using American Red Cross Training procedures, if appropriate.
- Complete necessary Skill Cards and Swim Level Achievement Cards as supplied by the American Red Cross.
- Assist with upkeep and maintenance of Lynn Deming Park including the swim area, picnic area, boat docks, bathhouse, parking lot, and park entrance, per instructions from Head Lifeguard, Director of Programs and Events, or the Director of Parks & Recreation.
- Attend all mandatory weekly training and in-services, if deemed appropriate by the Director of Programs and Events or Director of Parks & Recreation.
- Maintain an orderly workstation that includes the picnic area, the pavilion and the swim docks.

- Sweep parking lot, benches, and handicap ramps, clean/rake debris from beach, rake leaves, paint equipment, picnic tables and bathrooms, remove graffiti, maintain swim lines, and restock supplies, and any other duties deemed appropriate by the Director of Programs and Events or Director of Parks & Recreation.
- Supervise docks and enforce ‘no swim, no fish’ regulations and ‘no-bare feet’ regulations.
- Simple computer and clerical skills to Enter/Record/Track data into database and/or file program information.
- Inventory supplies.
- Ability to educate the public at the Lynn Deming Park in a manner that promotes adherence to the rules.
- File incident reports as directed in a timely and concise manner.
- Represent the Town and Department in a professional and courteous manner.
- Provide lifeguard coverage as needed.

#### **PHYSICAL REQUIREMENTS:**

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 frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include visual acuity near and far, color vision, and the ability to adjust focus.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Physical ability to perform Water Safety Instruction skills as they are defined by the American Red Cross Lifeguard WSI program and be prepared to maintain these skills throughout the summer.
- Ability to work in a team format at a public swimming area.
- Diligent in maintaining the Department provided WSI suit attire and footwear when appropriate, and Town issued first-aid fanny pack.
- Render immediate rescue, first-aid and CPR in case of injury or breathing emergency.
- Give 100% attention to water safety issues while on duty.
- Ability to deal with Town Officials, employees and the public in a professional, effective and courteous manner both in person and over the phone.

- Must be able to deal with a diversity of people in such a manner as to encourage compliance.
- Ability to carry and lift items weighing up to 50 pounds.
- Ability to walk, sit or stand for long periods of time.
- Ability to work outdoors.

### **MINIMUM QUALIFICATIONS:**

#### **Special Requirements**

- Must possess American Red Cross Lifeguard with Waterfront Skills Certification.
- Waterfront Safety Instructor certification preferred.
- Must be willing to work mornings, mid-day, evenings, weekends, and holidays.

#### **Necessary Knowledge, Skills and Abilities**

- Working knowledge of lifesaving techniques including backboard rescue.
- Strong swimming and lifesaving abilities.
- Ability to communicate effectively with patrons, supervisors, and other employees.
- Ability to remain alert, attentive, and responsible.
- Ability to be a team player.

### **EDUCATION, TRAINING AND EXPERIENCE:**

- Must be 16 years of age or older.
- Must obtain American Red Cross Lifeguard and Waterfront Skills certification by the Friday before the start of scheduled Swim Lessons.
- Must be able to work from the beginning of the Swim Lesson Program to the end of the Swim Lesson Program (generally the end of June through the middle of August) unless otherwise agreed upon by the Director of Programs and Events or Director of Parks and Recreation.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

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Swim Instructor

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Date

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Director of Programs and Events

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Date

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)			FREQUENTLY (F)	CONSTANTLY (C)				
0 % of Shift	1-33% of Shift			34-66% of Shift	67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving		X		
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)				X
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching			X		Wetness				X
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.