



City of Allen
Lead Swim Instructor

SALARY	\$17.50 Hourly	LOCATION	Allen, TX
JOB TYPE	Part Time with TMRS	JOB NUMBER	02891
DEPARTMENT	PARK & RECREATION	DIVISION	NATATORIUM
OPENING DATE	08/24/2023	CLOSING DATE	1/8/2024 5:00 PM Central

Description

HIRING RATE: \$17.50 Hourly
FULL SALARY RANGE: \$17.50 - \$20.32 Hourly

The City:

With over 100,000 residents, the City of Allen is a dynamic and welcoming community. The City of Allen's strong economy, diverse population, great educational institutions and quality of life makes it the ideal place to work, live, and play. The City of Allen has something to offer for everyone.

The City's Mission, is "To achieve excellence in managing development of the community and in providing city services so that conditions of living and public confidence are continually enhanced".

Our employees serve the citizens of Allen with the following values:

- People First – Giving priority to others
- Respect – Treating others with courtesy and dignity
- Integrity – Serving with honesty, trust and hard work
- Deliver – Following through on commitments while exceeding expectations
- Excel – Creating an innovative and improving work environment

The purpose of this position is to assist in coordinating swimming instruction programs, teaching swimming lessons as well as leading and conducting preschool classes. This is accomplished by overseeing the activities of the "Learn to Swim" instructors and aides, conducting training, ensuring the safety of class participants and assisting with facility operations. Other duties may include providing customer service support, maintaining swimming instructional equipment, and interfacing with other City employees and citizens. This position provides direction to other employees.

Essential Functions

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- Provides learn to swim training by scheduling and completing in-service sessions, illustrating safe procedures for teaching lessons according to Red Cross policies and procedures and evaluating Learn to Swim Instructors and Aides on skill assessments.

- Oversees learn to swim program activities by ensuring instructors start and end class as scheduled, handle parent concerns if needed, observing instructors to ensure that they are following proper procedure and responding to employee and citizen concerns and inquiries and providing assistance when appropriate or requested.
- Assists with teaching swimming lessons and leads and conducts preschool classes by assisting in the development and implementation of various programs, identifying the types of programs needed, identifying the resources necessary for swimming classes and instructing class participants on proper swimming techniques.
- Ensures the safety of class participants by teaching and monitoring proper pool safety procedures, visually scanning all aquatic facility areas, determining whether participants are in distress, responding to emergencies when necessary and providing first aid to customers when appropriate.
- Assists with facility operations by clearing litter and debris from pool areas, returning pool equipment to storage areas, performing maintenance activities on pool equipment, as well as preparing facilities for programs and classes.

Job Requirements

Education and Experience

Any combination of education, training and experience which provides the required knowledge, skill, and abilities to perform the essential functions of the job.

- Less than high school or equivalency with one (1) year of relevant work experience

Certifications/Other Requirements

- Must be at least sixteen (16) years of age
- First Aid/CPR Certification or ability to obtain within ninety (90) days of employment
- Swim Instructor Certification and/or Swim Instructor Trainer Certification. Training is provided by the City of Allen Parks & Recreation Department.

Work Schedule

Applicants must be willing/able to work the following schedule (subject to change):

- FALL: Swim lessons are Tuesdays and Thursdays (4:55pm - 9:00pm) and Saturdays (8:15am - 12:30pm)

The employer has the flexibility to adjust an employee's working hours as needed and at their discretion.

Overall Physical Strength Demands

- Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

Supplemental Information

Reading

Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math

Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing

Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Managerial

Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results with some discretion when making selections among a few, easily identifiable choices. Assignment is reviewed upon completion.

Managerial

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

Complexity

Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

Interpersonal/Human Relation Skills

Discussion Very Frequent: More than 51% of work time.

Agency

City of Allen

Address

City Hall
305 Century Parkway
Allen, Texas, 75013

Phone

214-509-4676

Website

<http://www.cityofallen.org>

Lead Swim Instructor Supplemental Questionnaire

***QUESTION 1**

In the questions that follow, you will be asked for information about your education and work history. Answers provided in this supplemental questionnaire must be substantiated and verifiable in the employment history section of your application. Please be aware that submitting a resume in lieu of completing the employment history section of the application and failing to provide all of the information requested in these supplemental questions will deem your application "Incomplete", so please be thorough in answering the questions. Please indicate whether or not you accept these terms by checking the appropriate box below.

- Yes
 No

***QUESTION 2**

Are you legally authorized to work in the United States?

- Yes
 No

***QUESTION 3**

Are you currently employed by or have you worked for the City of Allen in the past?

- Yes
 No

***QUESTION 4**

Please indicate the highest level of education you have completed:

- High School Diploma or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree or higher
- None of the above

***QUESTION 5**

How many years of relevant experience do you have? Please note: All relevant experience must be listed on the application.

- 3 or more years
- 2 - 3 years
- 1 - 2 years
- Less than one year
- No experience

***QUESTION 6**

Are you at least sixteen (16) years of age?

- Yes
- No

***QUESTION 7**

Do you currently hold a First Aid/CPR Certification? Please note: All relevant certifications must be listed on the application.

- Yes
- No

***QUESTION 8**

If you do not currently hold a valid First Aid/CPR Certification, are you able to obtain it within Ninety (90) days of employment?

- Yes
- No
- Not Applicable - Certification already held

***QUESTION 9**

Are you able to work the required schedule as listed on the job posting? Please note: employer has the flexibility to adjust an employee's working hours as needed and at their discretion.

- Yes
- No

* Required Question