**JOB ANNOUNCEMENT**

**AQUATIC INSTRUCTOR**

PERMANENT PART-TIME LIMITED POSITION

$16.31 Hourly

*Hours depend upon class availability*

5 VACANCIES

**Do you have knowledge of swimming techniques and teaching principals?**

**Do you enjoy working with a variety of different age groups within the community?**

*If you answered YES to these questions, then come join the team in the Aquatics Division of Parks & Recreation!*  

**RESPONSIBILITIES**

Under general supervision, is responsible to plan and teach swimming and water safety skills to students. Supervises Assistant Swim Instructors during lessons and assists students with special needs to participate in the program. Keeps track of students in the pool and enforces pool rules.

*Typical responsibilities include the following:*  
- Teaches swimming and other water safety skills to students of all ages from six months to senior citizens; teaches all levels of swimming skills from beginner to emergency water safety; assists students with special needs to participate in program; supervises Assistant Swim Instructors during lessons.
- Writes lesson plans to accommodate varied student skill and developmental levels, according to American Red Cross Swimming Program standards; attends training sessions on teaching the Red Cross Swimming Program and advanced teaching techniques.
- Motivates students through games and activities designed to practice swimming skills and reduce anxiety around water.
- Certifies students that pass swimming levels. Fills out and submits course rosters to the Red Cross.
- Enforces facility rules regarding use of pool, exercise area, sauna, locker rooms and general public area.
- Inspects facility for cleanliness. Hoses decks, cleans floors, walls, doors, and windows as needed.
- Maintains inventory of equipment, recommends purchase and replacement of equipment and supplies.
- Keeps track of students in the pool; checks safety equipment for serviceability and proper placement; supervises emergency evacuation, as needed.
- Records daily attendance for swimming lesson programs; maintains records pertaining to classes.
- Other duties as required.

**MINIMUM QUALIFICATIONS**

Other: American Red Cross certification as "Water Safety Instructor" or other specialized certification in diving, scuba diving or kayaking as appropriate. **At least 16 years of age at time of appointment.**

**NOTE:** As part of the selection process, a background investigation (including criminal records check and character references) will be required.

**CLOSING DATE**

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department. This bulletin announces **Open until filled.**

*CONTINUED ON BACKSIDE*
WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR
Visit
http://www.juneau.org/personnel/instruct.php
for instructions on how to submit an application via email

Drop off completed application to:
City and Borough of Juneau
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

OR
Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER