

**Town of Orleans  
Recreation Department  
Job Description  
Seasonal Swim Instructor (WSI)**

**Definition:**

An individual who deals with administering swim classes under the direction of the Swim Program Director, Assistant Swim Director, and Recreation Director. This individual is also responsible for the safety and well-being of others.

**Supervision:**

Instructors will receive general policy and guidance from the Swim Program Director, Assistant Director, and Recreation Director as needed.

**Job Environment:**

Primarily will be on the beach from 8 AM to 2:30 PM Memorial Day through Labor Day. Will receive intermittent breaks from the sun.

**Essential Functions:**

- Maintains the safety of all participants.
- Assists in the planning and facilitation of assigned swim lessons
- Cooperates with all staff and patrons
- Assists other instructors as assigned
- Acts as a role model for all staff and beach patrons, both on and off the job
- Maintains a good POSITIVE attitude with staff and patrons
- Communicates needs with Program Director
- Openly shares and communicates with all other staff
- Maintains in good physical condition
- Knows the Emergency Action Plan and ensure all swim participants are safe during an emergency
- Must work well with children

**Recommended Minimum Qualifications:**

PR-CPR (preferred), Water Safety Instructor, and/or Lifeguard certified.

**Necessary Knowledge, Ability, and Skills:**

Certification as above and Department Policy and Procedure as set forth by the Manual.

Maintain open lines of communication with others

Positive Attitude

Enforces rules in a professional manner

Deal with volatile situations with professionalism.

**Physical Requirements:**

Maintains good physical condition, good vision and auditory skills, runs, paddles, and swims, and is able to lead a group of children.