

Job Posting
THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE: **Water Exercise Instructor**
DEPARTMENT: **Recreation**
IMMEDIATE SUPERVISOR: **Aquatics Supervisor**
JOB CLASSIFICATION: **Seasonal Part Time Non-Exempt**
PAY GRADE: **\$25/hour**

QUALIFICATIONS:

- Current certification in nationally recognized Water Aerobics or experience teaching Water Aerobics, and CPR/AED
- Must be at least 16 years old.
- English literacy and excellent communication skills
- Ability to work well on a team and provide excellent customer service
- Desire to work with all employees in a fast-paced environment
- Presents a positive image of self and of the city to all visitors
- Satisfactory visual and auditory surveillance, alertness, stamina, and dexterity
- Assist all visitors and employees to the Recreation Department with courtesy and professionalism
- Capable of exercising good judgment, acting responsible, receiving feedback, and guidance
- Flexibility to adjust to changing workload and assignments.
- Preferred: Current Silver Sneakers Certification, Lifeguard certification, or personal trainer with a nationally recognized certification. experience working as a lifeguard or professional rescuer and have some familiarity with aquatics policies, operations, and programming.

JOB RESPONSIBILITIES:

- A Water Exercise Instructor's main duty is to provide quality water exercise instruction.
- Water Exercise Instructors are key in preventing accidents; minimizing or eliminating hazardous situations; alerting Lifeguards quickly to emergency situations; administering first aid/CPR as needed; and communicating with other staff the need for additional assistance or equipment.
- Must be ready to start work when scheduled with all the equipment set up in its proper place and in uniform at the start of their shift Assist in facility safety checks, and report unsafe conditions.
- Know, enforce, and adhere to all facility rules and regulations.
- Keep eyes, ears, and mind on the students at all times when on duty (the unguarded moment may mean a life)
- Ability to multi-task
- Understand and be prepared to follow emergency procedures as prescribed in the staff manual, by the supervisor, and in-service training sessions, including writing detailed reports of all incident's Complete assignments and duties in a timely manner and by established timeframes.

- Understands departmental goals, objectives, policies, and procedures.
- Maintain a positive environment for employees, members, guests, and participants
- Develop and maintain effective working relationships with supervisors and co-workers
- Be a positive team member that supports all members of the team through personal energy, integrity, business credibility, optimism, and presence
- Requires strong written and verbal communication skills
- Recognize unusual or threatening situations.
- Create an inclusive environment for all people.
- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions.
- Other duties as assigned.

WORKING CONDITIONS:

The Water Exercise Instructor is required to work a flexible schedule, including mornings, afternoons, nights, weekends, and holidays, or as directed to meet the Recreation Department's goals. The Water Exercise Instructor works in a multi-feature indoor natatorium and can be exposed to adverse environmental conditions including high and low temperatures; humidity, and wet conditions; allergens; and noise. The Water Exercise Instructor should be able to travel between City buildings.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and stand for extended periods; use hands to handle or feel; and talk and hear. The employee is frequently required to reach with hands and arms, stand, walk, and stop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds on land or equivalent weight in the water. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent must be able to perform the skills required to maintain basic level certifications with a nationally recognized Water Aerobics organization.

*An individual who poses a direct threat to the health and safety of himself/ herself or others in the workplace will not be deemed qualified for this position.

If interested in applying, please complete an application form at the Middleburg Heights Community Center

Questions about this posting may be emailed to melliott@middleburgheights.com.