



Human Resources Department
711 Main Street
(816) 847-6210
(816) 847-6202
www.cityofgrainvalley.org

POSITION DESCRIPTION

SWIM INSTRUCTOR

Pay: Minimum Wage - \$8.00 per hour	Pay Grade: 1
Obligation: Seasonal	FLSA Status: Non-Exempt
Department: Parks & Recreation	Job Group: Recreation

JOB SUMMARY

The primary function of an employee in this position is to provide quality swim lessons at the Grain Valley Aquatic Center for patrons of all ages and abilities.

ESSENTIAL FUNCTIONS

- Teaches a variety of swim lessons for all ages and abilities
- Effectively teach a well structured class and gives alternatives when needed
- Enforce and educate students about facility rules and reasons for them
- Submit all records and reports in a timely manner
- Accurately answer questions related to pool programming in a pleasant manner
- Redirect complaints and concerns to the supervisor on duty
- Maintain current certifications
- Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Loss Control Handbook
- Performs all other duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Aquatic Center policies, rules and regulations governing the use of pool facilities
- Applicable age appropriate water lesson instructions and teaching principals
- Occupational hazards and standard safety practices
- Pertinent Federal, State and local laws, codes and regulations
- Facility rules, policies and procedures and the ability to explain them to patrons

Ability to:

- Recognize emergency and dangerous situations and react quickly and calmly
- Enforce established policies, rules and regulations
- Effectively manage a class of multiple students
- Communicate effectively both verbally and in writing
- Maintain effective working relationships with co-workers
- Serve the public in a polite and friendly manner
- Submit all records and reports in a timely manner



- Ability to follow and give instructions
- Understand and follow oral and written instructions
- Work independently with minimal direction
- Work a non-traditional and flexible work schedule

Skills in:

- Group instruction
- Group leadership

SUPERVISION RECEIVED

- The work is performed under the supervision of the Aquatic Recreation Leader

SUPERVISION EXERCISED

- None

MINIMUM QUALIFICATIONS

- Must be at least sixteen (16) years of age
- Must have a valid Missouri Driver's License or ability to obtain upon employment
- Must have reliable transportation to and from work

PREFERRED QUALIFICATIONS

- High School diploma or GED equivalency
- One (1) or more year(s) swim instruction experience
- One (1) or more year(s) lifeguard experience
- Current certification in CPR/AED/First Aid

WORK ENVIRONMENT

- The primary duties of this position are performed in an outdoor pool environment with exposures to chemicals related thereto
- Work is performed in or near chemically treated water
- Work requires active participation in program activities, requiring varying degrees of physical exertion, strength and flexibility
- Work requires one to be wet for extended periods of time

ESSENTIAL PHYSICAL ABILITIES

- Possess the ability to continuously maintain physical fitness
- Sitting, standing or swimming for prolonged periods of time
- Visual acuity and hearing to recognize emergency situations and take effective courses of action
- Sufficient body flexibility and balance to perform duty operations which require bending, stooping, and repeated motions
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation



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- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate job related equipment

BACKGROUND CHECK AND DRUG/ALCOHOL SCREEN CONDUCTED PRIOR TO APPOINTMENT

It is the City of Grain Valley's policy to provide equal employment opportunities to all employees and applicants for employment without regard to an individual's ethnicity, race, color, creed, gender, age, veteran status, physical disability, national origin, sexual orientation, religion, marital or familial status, genetic information, or any other protected class in accordance with applicable laws.

APPROVED:

Shawn Davis
PARKS & RECREATION DIRECTOR

January 26, 2015
DATE

R L T
CITY ADMINISTRATOR

1-26-15
DATE

CITY OF GRAIN VALLEY

EMPLOYMENT APPLICATION

DEPARTMENT OF HUMAN RESOURCES

711 Main Street
Grain Valley, Missouri 64029

Phone: 816.847.6290

Fax: 816.847.6202

Email: hr@cityofgrainvalley.org

Website: www.cityofgrainvalley.org

NOTICE TO APPLICANTS:

The City of Grain Valley welcomes your employment application. Complete this application carefully and completely. This information will aid in evaluating your qualifications.

All recruitment and selection processes will be conducted in a manner consistent with the City being an equal opportunity employer. The City of Grain Valley will not discriminate against any employee or applicant for employment because of political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability (as defined by the Americans with Disabilities Act {ADA}), gender, sexual orientation, veteran status, or any other protected class under State and/or Federal law except where there is a bona fide occupational qualification. Furthermore, the City will take affirmative action to ensure that applicants and employees are treated without regard to these characteristics during the recruitment process or any subsequent appointment with the City of Grain Valley.

All offers of employment are conditional upon successfully passing all appropriate examinations and lab tests which includes a drug and alcohol screen. These examinations are used to determine whether applicants are qualified to perform the essential functions of the position applied for with or without reasonable accommodation.

Employment with the City of Grain Valley is employment "at will". Neither this application nor any other personnel form provided to you constitutes an employment contract.

I HAVE READ & UNDERSTAND THE NOTICE TO APPLICANTS PROVIDED BY THE CITY OF GRAIN VALLEY.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

Human Resources use only:

Received by: _____ Date: _____



CITY OF GRAIN VALLEY
HUMAN RESOURCES DEPARTMENT
Updated (01/2017)

Please Print Clearly in Blue or Black Ink

POSITION APPLYING FOR

PERSONAL INFORMATION

Name:	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address:	_____		_____
	<i>Street</i>		<i>Apt. Number</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone	_____		
Number:	<i>Home</i>	<i>Business</i>	<i>Cell/Email/Other</i>

Social Security Number:	_____		
Are you lawfully authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever worked for the City of Grain Valley before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, reason for leaving?	_____		

How did you hear about the City of Grain Valley's employment opportunities?			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend		
<input type="checkbox"/> City Web Page	<input type="checkbox"/> Organization/Web Page		
<input type="checkbox"/> City Employee	<input type="checkbox"/> Other _____		
Are You Related to a Current City Employee:	Yes No	Employee Name:	_____
	(please circle one)		

WORK HISTORY (Include paid and volunteer experience for the past ten years)

Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Second Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor: _____	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

WORK HISTORY (Continued)

Third Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

Fourth Most Recent Employer		
Company/Organization: _____		Telephone: _____
Address: _____ _____		Employed (State Month/Year): From: _____ To: _____
Name of Supervisor:	May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Salary: \$ _____ Per: Hour/Month/Year
Job Title: _____		
List Primary Duties: _____ _____		
Reason for leaving: _____		

EDUCATION

<i>School Name & Location</i>	<i>Years Attended</i>	<i>Graduate (Yes/No)</i>	<i>Degree, Diploma, Certificate (Indicate Which)</i>
High School or GED:			
Vocational, Technical School:			
College or University:			
College or University:			
Other (<i>Skilled trade, academy, etc.</i>):			
Please include academic honors, scholarships, fellowships, memberships in professional and honorary societies, etc.			
_____		_____	
_____		_____	
_____		_____	
_____		_____	

TRAINING, LICENSES, CERTIFICATIONS, PROFESSIONAL DEVELOPMENT, VOLUNTEER EXPERIENCE

List any training, development, volunteer experiences, professional licenses, certificates and registrations pertinent to the position for which you are applying. Include computer training, etc.	
_____	_____
_____	_____
_____	_____
_____	_____
Commercial Drivers License (<i>Yes/No</i>): [] Yes [] No	
Number: _____	State: _____

MILITARY

Please complete this section if you have served in the United States Armed Forces	
Branch Service:	Rank at Discharge:
Describe duties: _____ _____	
Special training: _____ _____ _____	

CRIMINAL CONVICTION

Have you ever been convicted as an adult of a crime that has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe in full. Include disposition of the offense. <i>*A record of conviction may not necessarily disqualify an applicant from employment.</i> _____ _____ _____

REFERENCES

List three (3) professionals who can give references of your character, ability and work experience

_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>
_____ <i>Name</i>	_____ <i>Relationship</i>	_____ <i>Phone</i>

APPLICANT CERTIFICATION OF INFORMATION

I hereby certify that all answers and statements contained in this City of Grain Valley employment application are true and complete to the best of my knowledge. I understand that any falsified or misleading information statements of fact that are within this document will subject me to disqualification or termination. I further understand that any information that I provide may be investigated.

REQUIRED:

Applicant Signature

Date

IMPORTANT INFORMATION CONCERNING YOUR APPLICATION

Any information about yourself you provide the City of Grain Valley during the application process will be used to identify you as an applicant, distinguish you from all other applicants, enable us to contact you when additional information is required, send you notices and/or schedule you for interviews, determine whether or not your background check may be a job-related consideration affecting your suitability for the position applied for, and assess your qualification for employment with the City.

If you wish to be considered for employment, you are required to provide the information requested in the Employment Application. If you refuse to supply information requested, it may mean that your application will not be considered.

Your name will not be made available to the public unless you are selected to be a finalist for a position.

Other information about yourself that you provide during the application process or during employment with the City is classified as private under state law, except as public here or as listed in Missouri Statutes. The information may not be provided to members of the public except to:

- Persons authorized to have access to the information under state or federal law
- Person authorized by court order to have access to the information
- Persons to whom you consent in writing to have access to the information
- All individuals in the City who need to know the information

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

Please feel free to keep this informational sheet

**CITY OF GRAIN VALLEY
APPLICANT STREAM SURVEY**

The information requested below is entirely voluntary. By answering these questions, you will help the City of Grain Valley ensure equal employment opportunity. Your answers will neither affect your job application nor will they be used to illegally discriminate against you or other applicants. This information will be used to check whether our recruitment efforts are reaching all segments of the community and for affirmative action purposes.

Where do you live? City: _____ State: _____

Title of position you are applying for: _____

About Yourself: *(please check one from each category below)*

Gender

- Female
- Male

Age

- 17 or under
- 18 – 39
- 40 or above

Race/Ethnic Group

- African American
- American Indian
- Asian/Pacific Islander
- Caucasian
- Hispanic
- Other: _____

Do you have a disability? Yes No

How did you learn of this position?

- News Source
- Walk-In (viewed posting at a City building)
- City of Grain Valley Website
- City of Grain Valley Employee Name: _____
- Other Source Name: _____
- The Examiner
- Marquee Outside City Hall
- Cable Television

Thank you for your time!

*- City of Grain Valley
Human Resources Department*

