

Water Exercise Instructor- SHARC

Water Exercise Instructor I-II

General Description of Duties: Develops and instructs water exercise programs for City participants; performs directly related work as required.

- Facilitates assigned water exercise classes producing maximum fitness benefits in a safe manner, including adhering to scheduled times for classes, assuring exercise equipment is available and in good working order, and performs first aid as needed;
- Teaches and leads exercise classes in a manner consistent with the Aquatic Center policies and procedures, including facilitating classes in a timely and safe manner;
- Creates a friendly, courteous, and informative atmosphere for class participants;
- Maintains complete and accurate attendance records, and reports data based on attendance records, including reporting data to appropriate agencies;
- Acts as liaison between the Aquatic Center and the general public, including answering questions and addressing concerns;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities:

- Substantial knowledge of water exercise programs;
- Substantial knowledge of the benefits of particular exercises to achieve the optimum fitness results;
- Substantial knowledge of safety measures, including first aid and CPR;
- Ability to perform First Aid, CPR, and water safety procedures;
- Ability to facilitate and teach groups of people of all ages, creating a fun, effective and safe program;
- Ability to have positive and friendly customer relations with the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- High School Diploma or GED; and
- Some experience as a water exercise instructor; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Water Exercise Instructor Certification preferred;
- First Aid and CPR Certification for the Professional Rescuer;
- Additional certifications required as determined by the department.

Compensation: \$10.24-\$14.06(open until filled)

This job is to teach morning water exercises classes however weekend and sometimes evening work may be needed. To inquire about the position or to apply submit a City of Hillsboro employment application form, cover letter, resume, and references to Brooke Ives, Recreation Program Supervisor, 503.681.5384. brookei@ci.hillsboro.or.us.

Visit www.ci.hillsboro.or.us/parksrec for more information.