



# City of Leavenworth

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[cityofleavenworth.com](http://cityofleavenworth.com)

## POSITION VACANCIES Swim Instructor

The City of Leavenworth, an Equal Opportunity Employer (EOE), is seeking qualified individuals for Assistant Pool Manager position(s) at the Howard Hopkins Memorial Pool for the 2025 summer season.

The Swim Instructor reports directly to the Pool Manager and is responsible for teaching swim lessons, monitoring participant safety, and maintaining pool rules and class control. In addition, the Swim Instructor will assist with pool operations, collaborate with staff, provide feedback to students, foster a positive learning environment, and ensure a professional attitude and appearance. This role includes responsibilities such as assessing student progress, aiding pool maintenance, and responding effectively to emergencies. The Swim Instructor must demonstrate strong communication skills, enthusiasm, and flexibility in scheduling to support the needs of the facility.

The salary range for this position is \$22.40 - \$24.80 an hour, depending on qualifications and experience. Qualified candidates must be available to work from June through early September. Position(s) will remain open until filled.

This position is non-represented and does not qualify for health insurance or paid leave benefits.

Interested applicants must be at least 14 years old. A pre-employment drug screen and background check are required.

The full job description, job application, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday-Friday from 9:00 AM to 4:00 PM, online at [www.cityofleavenworth.com](http://www.cityofleavenworth.com), or by contacting us at (509) 548-5275.

The first application review date is Wednesday, April 16, 2025. Positions will remain open until filled.

# Swim Instructor

<b>Salary Range</b>	\$22.40 - \$24.80/hour	<b>Location</b>	Leavenworth, WA (in-person)
<b>Department</b>	City Administration	<b>Division</b>	Howard Hopkins Memorial Pool
<b>Employment Type</b>	Full-Time Seasonal	<b>Classification Type</b>	Exempt

## About the Position

The Swim Instructor is responsible for teaching swimming techniques and water safety skills to students of various ages and abilities. This position will create lesson plans, lead group lessons, and provide individualized instruction as needed. Additionally, swim instructors are expected to foster a positive and supportive learning environment and communicate effectively with students and their parents/guardians.

This position is located at Howard Hopkins Memorial Pool (694 US Hwy 2) and reports directly to the Pool Manager.

*Working hours:* The pool's normal hours of operation are seven days a week from opening day from 6:00 AM to 9:00 PM. Set work schedules are flexible Sunday through Saturday, 40 hours per week. Scheduling may include required coverage on weekends and holidays due to the nature of the position.

## Essential Job Functions

Among the varied range of responsibilities held within this role, the Swim Lesson Instructor will:

- Plan and execute swim lessons based on students' skill levels and learning objectives.
- Provide demonstrations and verbal instructions to teach proper swimming techniques and water safety skills.
- Assess students' progress and provide feedback for improvement.
- Ensure the safety of all participants by listening to the lifeguards and having class control.
- Communicate effectively with students and their parents/guardians regarding lesson schedules, progress, and any concerns.
- Collaborate with other swim lesson instructors and staff members to coordinate lesson schedules and pool usage.
- Assist with pool maintenance and cleaning tasks as needed.

*Other job functions:*

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

## Pre-Employment Screening

The following pre-employment screening(s) are required for this position:

- Drug Test
- Background Check

## Qualifications Requirements

- Must be at least 14 years old.
- Prior experience as a swim instructor, lifeguard, or in a related field is preferred.

*Requires knowledge of:*

- Basic water safety standards and techniques.
- Swimming instruction methods and curriculum development.  
General aquatic environments.
- Effective communication practices for teaching and interacting with diverse groups.

*Requires the ability to:*

- Strong swimming skills and proficiency in various strokes and techniques.
- Excellent communication and interpersonal skills, especially with children and families.
- Patience, enthusiasm, and a passion for teaching swimming.
- Work well independently and as part of a team.
- Adapt teaching methods to suit varying age groups and skill levels.
- Provide constructive feedback and maintain student engagement.
- Respond calmly and efficiently in emergencies.

### **Physical Demands**

- Sitting – Regularly
- Standing – Frequently
- Walking – Frequently
- Moving 1-10 lbs. Floor-Waist – Frequently
- Moving 1-10 lbs. Above Shoulders – Frequently
- Stooping/Bending – Regularly
- Reach Waist to Shoulder – Regularly
- Wrist/Hand/Finger manipulation (keyboarding, mousing, etc.) – Regularly
- Repetitive Motions – Frequently
- Talking – Frequently
- Hearing – Frequently
- Visual – Near Acuity – Frequently
- Visual – Far Acuity – Frequently
- Visual – Depth Perception – Regularly
- Visual – Color Discrimination – Frequently

### **Working Conditions**

- Full-time position with variable hours, including evenings, weekends, and holidays.
- Exposure to outdoor elements and varying weather conditions.
- Physical demands include prolonged standing, lifting heavy objects, and performing manual labor.

### **Disclaimers**

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The Employer retains the right to change or assign other duties to this position.

Nothing in this job description is intended to create a contract of employment.