

WORCESTER COUNTY JOB OPPORTUNITIES
Worcester County Department of Recreation & Parks
6030 Public Landing Rd
Snow Hill, MD 21863

DEPARTMENT: RECREATION AND PARKS

JOB TITLE: SWIM INSTRUCTOR - PART TIME/TEMPORARY

COMPENSATION: PART TIME/TEMPORARY- GRADE 9/STEP 6- \$17.48/HOUR

WORK LOCATION: POCOMOKE RIVER STATE PARK- SHAD LANDING POOL-
3461 WORCESTER HWY, SNOW HILL, MD 21863

WORK SCHEDULE: LESSONS STARTING JULY 7TH- AUGUST 14TH, 2025
MONDAY-THURSDAY, 8:15AM-10:45AM
****FRIDAY IS A MAKE-UP DAY IF NEEDED****

APPLICATION PERIOD: MUST BE RECEIVED BY JUNE 16TH, 2025

REPORTS TO: PROGRAM MANAGER IV

JOB SUMMARY: Swim instructors teach children the proper swimming technique and skills. The swim instructors' responsibilities include evaluating each student's performance during swim sessions and providing feedback and progress to the parents.

GENERAL REQUIREMENTS:

- Pre-employment background check
- Must be at least 15 years or older
- Report on Pocomoke River State Park- Shad Landing Pool for swim lessons
- Swimming lessons date July 7-August 14th
 - Monday-Thursday 8:15am-10:45am- Friday is a make-up day if needed

ESSENTIAL POSITION DUTIES:

- Greet all participants and the general public in a friendly and courteous manner
- Set up and clean up all necessary equipment for the program
- Make sure the site is prepared for the administration of the program
- Provide Program Manager IV with daily lesson plans
- Familiarize class members with basic rules and safety standards at the beginning of each session and adhere to them strictly
- Instruct participants on proper swim techniques
- Evaluate participants at the end of each swim lesson session
- Guard the pool area while swim lessons are in session, if not instructing a lesson group.

- Monitor the facility during the program to make sure that all participants are behaving in a safe, responsible manner
- Notify the Program Manager IV of any progress or problems during each session
- Keep positive open communication with parents, participants, and other staff. This includes distribution of flyers, announcements, schedules, rosters, awards, etc.
- Assist in the distribution and analysis of program evaluations at the end of each session
- Take attendance before each class session begins
- Remain on site until all children participating in the program are picked up
- Promote the Worcester County Recreation programs to the public in a positive manner
- Participate in organizational meetings as deemed necessary by the Program Manager IV
- Be well informed on emergency procedures and accident report procedures
- Follow accident and incident procedures as outlined in the emergency procedures manual for part-time staff
- Fill out incident reports on the site of the incident and report the details to the responsible Program Manager III in a timely manner
- Cross train and back up other staff as needed.
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Comply with safety programs, procedures training, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and comply with record retention schedule
- Adhere, support, and enforce Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

MENTAL EFFORT:

- Exhibit the ability to solve practical problems which may include a variety of variables with limited standardization and the ability to interpret instructions
- Exhibit mathematical calculations involving addition, subtraction, multiplication and division
- Applicant should possess the ability to communicate verbally and in writing

PHYSICAL EFFORT:

- Perform light work which includes; exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and exerting a negligible amount of force constantly to move objects

- Possess vision clarity from a distance up to and beyond 20 feet. Possess the ability to judge distance and space relationships, so as to be able to see objects where they actually are
- Being in the water for extended periods, demonstrating swimming techniques by actively swimming and occasionally needing to physically assist students, resulting in a combination of muscle engagement from swimming, standing and sometimes lifting or supporting a participant's body while in the water
- Need to be able to react to situations quickly and be able to handle stress
Applicant should be a strong swimmer and work well with others

MACHINES, TOOLS & EQUIPMENT:

- Possess the basic abilities to carry and set up sport equipment

WORKING CONDITIONS:

- Employee is subject to teach outside in the pool for at least a few hours in the direct sun and heat

EDUCATION, EXPERIENCE AND TRAINING:

- Must be Lifeguard Certified, First Aid Certified, and CPR Certified
- Must be knowledgeable of proper lifeguard safety standards
- A criminal background check and child abuse clearance must be performed for employment
- Possess the ability to become familiar enough with details of the job to do it reasonably well within 2 weeks or less

COMMENTS:

- Dress and act appropriately at all times, serving as a positive role model for youth

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.