

CITY OF RIVER FALLS  
JOB DESCRIPTION

**Seasonal Positions:**  
**Swim Instructor**  
**Lead Swim Instructor**

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**DEPARTMENT:** Recreation

**REPORTS TO:** Recreation Coordinator

**FLSA STATUS:** Non-Exempt

**DATE:** February 2026

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**SUMMARY**

Teach swim competency and drowning prevention techniques to swimmers of various ages and skill levels while ensuring safety in and around the water.

**ESSENTIAL FUNCTIONS**

- Conduct engaging, productive swim lessons using the American Red Cross curriculum.
- Demonstrate patience, enthusiasm, and professionalism when working with participants.
- Set up and clean up lesson areas before and after classes.
- Follow direction from the Lead Swim Instructor.
- Instruct and evaluate students participating in swim lessons.
- Complete and submit attendance records and student report cards in a timely manner.
- Ensure the safety of all participants during lessons.

Additional job duties and tasks for Lead Swim Instructor:

- Apply comprehensive knowledge of swim lesson curriculum and instructional standards.
- Provide guidance and support to swim instructors to ensure consistent curriculum implementation.
- Develop swim lesson and staff schedules
- Serve as primary contact for communication with parents/guardians while at the pool.

**KNOWLEDGE, SKILLS and ABILITIES**

- Demonstrate swimming and instructional skills required for assigned classes.
- Effectively use teaching aids such as kickboards, lifejackets, and other instructional equipment.

## **QUALIFICATIONS, EDUCATION and EXPERIENCE**

### **Minimum**

- Current lifeguard certification with CPR and first aid.
- 16 years of age. Priority will be given to individuals 18+ years old.
- Available to work mornings and afternoons.

### **Preferred**

- 18+ years of age.
- Swim instructor certification.
- Experience as a lifeguard.
- Experience working with children.

## **WORKING CONDITIONS**

The City of River Falls is committed to providing an inclusive workplace where all employees feel valued, respected, and supported.

### **Work Environment and Physical Requirements**

This is an active position requiring work in a swimming pool environment and varying weather conditions. The role involves standing, sitting, walking, swimming, and physical activity.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.