
Leader/ Instructor Position Description

ROLE: Plan and lead quality Arthritis Foundation Aquatic Program classes for people with arthritis.

QUALIFICATIONS:

1. Certification as an Arthritis Foundation Aquatic Program Leader/ Instructor requires:
 - Successful completion of an Arthritis Foundation Aquatic Program Leader/ Instructor Training Workshop.
 - Successful teaching of at least six one-hour Arthritis Foundation Aquatic Program classes within six months of completing an Arthritis Foundation Aquatic Program Leader/ Instructor Training Workshop and submission of participant data to the Arthritis Foundation.
 - Teaching at least one class series annually and submission of participant data.
 - Attendance at recertification training every three years.
2. Current certification in cardiopulmonary resuscitation (CPR) is required.
3. Additional qualifications for INSTRUCTORS:
 - YMCA, Red Cross or other nationally recognized lifeguard or water safety/ rescue certification is required.
 - First aid certification is strongly recommended.
4. Deep Water Instructors must meet the following in addition to the INSTRUCTOR qualifications:
 - Ability to swim at least 25 yards without stopping; ability to jump into deep water, surface, and either float for a minimum of 10 minutes or tread water for at least 1 minute.
 - Successful completion of an Arthritis Foundation Aquatic Program for Deep Water Instructor Training Workshop.
5. Juvenile Arthritis Instructors must meet the following in addition to the INSTRUCTOR qualifications:
 - Current Infant and Child CPR certification.
 - Successful completion of an Arthritis Foundation Aquatic Program for Juvenile Arthritis Instructor Training Workshop.
6. Affiliation with a facility or agency that can provide warm water aquatic classes and insurance coverage for the program.
7. Other desirable abilities include:
 - Empathy towards people with arthritis and related diseases gained through personal or professional experience.
 - Interest in working with groups of people with arthritis and related diseases.
 - Experience in teaching exercise classes; skill in group process and instructional techniques.
 - Desire and ability to help others.
 - Strong belief in the value of regular physical activity.

RESPONSIBILITIES:

1. Commit to following all program policies regarding the Arthritis Foundation Aquatic Program and conduct all class sessions in accordance with the *Arthritis Foundation Aquatic Program Instructor's Manual and Guidelines and Procedures Manual*, without changing the exercises or making other changes, additions or deletions. Sign a Statement of Understanding to document this commitment.



2. Participate in pre-class planning and activities as time and ability allows to assure successful classes, including tasks such as: working with the host facility to set class meeting dates and times, to schedule the pool time, and to ensure correct water and air temperature levels; publicizing classes to recruit class participants; notifying the Arthritis Foundation of class schedules; and assisting with registering participants.
3. Establish and enforce guidelines for participants:
 - Avoid discussion or promotion of specific physicians, health professionals, health institutions or unproven remedies.
 - Do not provide answers to specific medical questions, specific treatment advice, or individualized exercise programs.
 - Adhere to a “no touch” policy - no one is allowed to manipulate another’s limbs to help with exercises.
 - Remind participants to observe safety principles such as the “two hour pain rule,” slowing down when tired, limiting movements that are painful, and avoiding vigorous exercising of inflamed joints.
4. Monitor the safety of participants during class:
 - Proper pool entry and exit
 - Lifeguard or person with water rescue/ safety certification on duty (consistent with state health regulations)
 - Exercises performed correctly and with limbs/joints immersed
 - Participants monitored for painful grimacing, flushed faces, and other signs of overexertion or hypo/hyperthermia
 - Deck uncluttered
5. Practice emergency drills and understand and comply with the facility’s emergency policies, procedures and practices.
6. Take attendance at every class and submit timely and accurate participant data (such as attendance list/ program report forms) and release forms from new participants on a quarterly basis or as required by the Arthritis Foundation.
7. Participate in evaluation procedures established by the Arthritis Foundation, including but not limited to site visits, participant surveys and instructor questionnaires.
8. Inform class participants about other Arthritis Foundation resources and activities that may interest them.
9. Communicate problems, concerns, questions or suggestions promptly to the Arthritis Foundation.

TIME COMMITMENT:

- Attendance at one-day or 1 ½ day leader/ instructor training workshop
- Attendance at a ½ day deep water or juvenile instructor training workshop (as appropriate)
- Attendance at recertification workshop every 3 years
- Preparation time (approximately 1-2 hours)
- Class time (approximately 12-16 hours per 6-8 week class series that meets twice a week)
- Logistics time (approximately 2-4 hours per class series)