



CITY OF GREENFIELD
Department of Parks & Recreation

7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

414.329.5370/Fax 414.543.2369
Business Hours: (M-F) 9 AM-6 PM

Water Safety Instructor

TERMS OF EMPLOYMENT

JOB STATUS: Seasonal/ Casual Employee

PERIOD: Part-Time, Full Year position

BENEFITS: N/A

RATE OF PAY: Salary range \$13-\$16 /hour

NORMAL WORK WEEK:

Year Round Program, schedule based upon candidate availability to vary between 3 to 20 hours per week.

REPORTS TO: Aquatic Program Coordinator and Recreation Supervisor

POSITION QUALIFICATIONS

- Must be at least 16 years of age.
- American Red Cross Water Safety Instructor certified
- American Red Cross Lifeguard certified or, if not Lifeguard certified, holds current CPR/AED and First Aid or willingness to obtain
- Must be able to successfully demonstrate knowledge of and the skills taught in the American Red Cross progressive Learn to Swim Levels
- Applicants will be required to pre-employment background check

PRIMARY FUNCTION

Assists (reports to) the Aquatic Program Coordinator by teaching American Red Cross progressive learn to swim instructional classes. Is directly responsible for the safety of their class participants. Is directly responsible for supervising duties of any Instructor Assistants that maybe assigned.

MAJOR DUTIES/RESPONSIBILITIES

- Teach/co-teach progressive swim lessons according to American Red Cross standards. Implement lesson plans and supervise program sessions according to class schedule.
- Maintain proper supervision of class participants during scheduled lessons.
- Be prepared to react in an emergency situation. Provide appropriate emergency care to facility patrons.
- Direct/supervise assigned Instructor Assistants.
- Prevent injury and minimize or eliminate hazards. Inspect area prior to use.
- Observe, enforce, and explain all facility rules and regulations.
- Attend in-service training programs and be aware of facility programs and scheduling.
- Review and follow current aquatic staff manual.
- Complete required paperwork as needed (attendance, accident/incident reports, course record sheets, participant skill sheets/report cards, etc.).
- Review current Activity Guide to be familiar with current policies and procedures regarding registrations, the 24-hour hotline, cancellations, etc. Adhere to all departmental policies and procedures.
- Participate in program related training/retraining opportunities available through the American Red Cross and related agencies to maintain your certification.
- Carry out all additional duties as may be assigned by the supervisory staff.
- Substitute for other staff as needed/qualified.

EVALUATION: Performance of this position will be evaluated by the Aquatic Program Coordinator.

This job description is intended to highlight the principle functions and is not intended to be comprehensive. Other duties may be assigned.