



## **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 II**

### **TERMS OF EMPLOYMENT**

**JOB STATUS:** Seasonal/ Casual Employee  
**PERIOD:** Part-Time, Full Year position  
**BENEFITS:** N/A  
**RATE OF PAY:** 2020 Salary range \$13-\$16 /hour  
**NORMAL WORK WEEK:** Schedule based upon candidate availability to vary between 3 to 20 hours per week.

### **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 for Professional Rescuers and First Aid certification or willingness to obtain upon employment
- Must be able to successfully demonstrate knowledge of and the skills taught in the American Red Cross Learn to Swim Levels
- Applicants will be required to complete a pre-employment background check

### **PRIMARY FUNCTION**

Assists the Recreation Supervisor by teaching American Red Cross Learn-to-Swim classes and the safety of their participants. Directly reports to the Program Coordinator – Aquatics. Is responsible for the supervision and safety of their class participants. Is responsible to direct and lead any assigned Instructor Assistants.

### **MAJOR DUTIES/RESPONSIBILITIES**

- Teach/co-teach progressive swim lessons according to American Red Cross standards. Implement lesson plans and instruct/lead/supervise program sessions according to class schedule.
- Maintain proper surveillance/supervision of class participants at all times 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. Completes pool and locker room inspection before and after shift.
- 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 the Aquatic Team Manual.
- Complete required paperwork and submit on a timely manner (daily attendance, accident/incident reports, participant skill sheets and 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 Water Safety Instructor certification.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

### **AAP/EEO STATEMENT**

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

### **EVALUATION**

Performance of this position will be evaluated by the Recreation Supervisor of Aquatics/Playgrounds/Fitness/Dance and Safety programs. This job description is intended to highlight the principle functions and is not intended to be comprehensive. Other duties may be assigned.

RAV  
5/2020