



Water Safety Instructor

TERMS OF EMPLOYMENT

JOB STATUS: Seasonal/ Casual Employee

PERIOD: Part-Time, Full Year position

BENEFITS: N/A

RATE OF PAY: \$16.00-\$21.50/hour

Level 1: \$16.00-\$16.75/hour

Level 2: \$17.00-\$18.75/hour

Level 3: \$19.00-\$21.50/hour

NORMAL WORK WEEK: Schedule based upon candidate availability to vary between 3 to 20 hours per week.

POSITION QUALIFICATIONS

- Must be at least 15 years of age.
- American Red Cross Water Safety Instructor certified preferred.
- 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 within 6 months of 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.
- Level 1: Minimal swim instruction experience.
- Level 2: Two or more years of previous experience as a swim instructor *or* one or more year of experience as a swim instructor and holds a current, nationally recognized swim instructor certification (American Red Cross, Starfish, Ellis, etc.).
- Level 3: Six years of previous experience as a swim instructor. Holds a current, nationally recognized swim instructor certification.

PRIMARY FUNCTION

Assists the Recreation Supervisor by teaching American Red Cross Learn-to-Swim classes and ensuring the safety of their participants. Directly reports to the Aquatic Recreation Supervisor. 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 based upon the American Red Cross curriculum. 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.
- Level 2 and 3 Swim Instructors must be able to direct instructors assigned to shadow their classes.
- 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.).



MAJOR DUTIES/RESPONSIBILITIES CONT.

- 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 or other nationally recognized agencies to maintain your swim 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/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.