

Position Description

TITLE:	Water Safety Instructor
WORK SCHEDULE:	Seasonal Part-time to Full-time Memorial Day through Labor Day
DEPARTMENT:	Parks
SUPERVISED BY:	Pool Manager / Supervisor of Recreation Aquatics

FUNCTION:

The Water Safety Instructor is an entry-level position in the Recreation Division of the Parks and Recreation. Water Safety Instructors generally work under direct supervision of the Pool Manager and Supervisor of Recreation Aquatics. This position is responsible for providing effective instructional swimming techniques within the established guidelines of the aquatics department, as well as providing lifeguard duties.

DUTIES, RESPONSIBILITIES AND WORK PERFORMED:

- Provide courteous and expeditious customer service as well as presenting a favorable public image at all times to the patrons and city department staffs.
- Provide alert, preventative lifeguard skills while supervising swimming activities in and around the aquatic center pool to ensure that policies, rules and regulations are observed and enforced and that no hazard to safety is created;
- Provide instruction of swimming fundamentals classes; (swimming lessons)
- Conduct all classes using the American Red Cross criteria;
- Submit student attendance, pass-stay, and American Red Cross Course Records to the Supervisor of Recreation Aquatics;
- Issue certification to students who successfully complete instruction.
- Assist with swim lesson registration and scheduling;
- Administer first aid in the event of injury;
- Administer artificial respiration or other life saving techniques if necessary.
- Immediately report any emergencies to the Pool Manager or Supervisor of Recreation Aquatics.
- Complete appropriate forms as needed, such as daily opening and closing checklists, daily logs, incident reports and schedule changes;
- Clean the pool and related facilities, and equipment of debris or dangerous articles which may lead to a safety hazard to staff or patrons;
- Maintain and care for facility equipment and inform supervisor of equipment that is unsafe or that is in need of replacement or repair.

- Continue training and maintain good physical condition;
- Routinely adhere to and maintain a positive attitude towards city and department goals;
- Adhere to safety rules, policies and guidelines of the city and department and perform other related work as required by supervisor.

QUALIFICATIONS FOR POSITION:

Qualified candidates for the Water Safety Instructor position must:

- Have attained the minimum age requirement of 17 years of age;
- Possess a valid Lifeguard Certificate: Red Cross Lifeguard Training Certificate, YMCA Lifeguard, or Ellis and Associates Lifeguard Certificate. Certificate must be valid for the duration of employment;
- Possess valid CPR, First Aid and Safety Certificates: Red Cross Standard First Aid Certificate or American Red Cross Community First Aid and Safety Certificate or National Safety Council Standard First Aid Certificate or Medic First Aid Certificate and American Heart Association CPR Level "C" BLS (Basic Life Support) Certificate or American Red Cross Community CPR Certificate or American Red Cross CPR for the Professional Rescuer Certificate are required. Certificate must be valid for the duration of employment;
- Certification in Automated External Defibrillator and Oxygen Administration preferred but not required;
- Effectively communicate and be patient with children of all ages.
- Have knowledge of water hazards, lifesaving techniques and rescue methods;
- Have knowledge of First Aid as applied to accidents in water and surrounding area;
- Successfully complete pre-season training and a two week probationary period;
- Pass a pre-employment controlled substance and basic physical screening;
- Be able to swim with proficiency and endurance for possible rescues;
- Have the ability to maintain constant observation of an assigned area and note any sign of impending trouble that may escalate into a dangerous situation;
- Demonstrate good judgement in evaluating, recognize dangerous and emergency situations and take appropriate action;
- Remain calm and efficient under stress as well as demonstrate commitment, discretion and integrity;
- Have knowledge of policies, rules and regulations governing swimming pool operation and be able to communicate such to the public;
- Have ability to follow oral and written instructions, supervise activities, give directions, and enforce rules and regulations;
- Possess mental alertness, tact, courtesy and the ability to establish and maintain effective working relationships with city officials, other employees, related business associates and the public.
- Have ability to work under minimal direct supervision along with ability to supervise volunteers and support staff;
- Maintain records and prepare reports;

- Effectively instruct persons in the techniques of swimming and water safety;
- Transport materials and supplies weighing up to 40 pounds;
- See in the normal visual range with or without correction;
- Hear in the normal audio range with or without correction;
- Work indoors and outdoors in a variety of environmental conditions, including high temperatures, humidity, moisture and distracting noises.

Effective:

Updated: January 16, 2007

Approved: