



## Water Safety Instructor – Seasonal Job Description

### **Summary:**

Certified American Red Cross Water Safety Instructor responsible for teaching swim lessons.

### **Essential Duties, Responsibilities, and Tasks:**

- On the first day of each session, instructors will arrive 30 minutes early to coordinate the program. Thereafter, all personnel will be at the pool 15 minutes before classes to prepare for classes.
- All instructors are expected to teach all 4 sessions. Your absence from a Learn-To-Swim Session must be pre-approved.
- Never leave your classes unattended. If it is absolutely necessary for you to leave, make sure someone is covering for you.
- Do not permit a child to wander on the premises alone – even to use the restroom, make sure someone accompanies the child.
- Each student in every class must be on a class roster. If any student is not, bring this to the attention of the pool manager.
- You are expected to hand in a completely revised class list on the first Friday of the session.
- A pass/fail list must be completed and handed in no later than 1 pm the second Wednesday of the session so that the Red Cross cards may be issued to the swimmers.
- You are expected to complete the Learn-To-Swim certificates for all participants and to sign and distribute Red Cross cards to passing swimmers.
- Course Record sheets must be partially filled out and signed by the instructor. You are responsible for filing these course record sheets to keep your Water Safety Instructor certification current.
- You are responsible for setting out all equipment to be prepared for class, and picking up all equipment after.
- Other duties as assigned.

### **Qualifications:**

- Certified American Red Cross Water Safety Instructor
- Pass a background check

### **Necessary Knowledge, Skills, and Abilities:**

- Ability to take the initiative to do the work that needs to be done
- Ability to work independently
- Self-motivator
- Good decision making skills
- Ability to deal with public diplomatically
- Strong swimmer

**Physical Demands:**

- Ability to lift at least 40 pounds
- Work is performed both indoors and outdoors in all kinds of weather

**Reporting Relationship:**

- Reports to Assistant Pool Manager

**Hours:**

- Seasonal position (May-September)
- Approximately 25 hours per week
- Varied times – Mostly weekday mornings and evenings
- Nights required

**Wages:**

\$12.00 - \$14.00 Per Hour

EOE/ADA

Contact Rifle Recreation at 665-6570 for more information.

Revised December 2018

**Acknowledgement of Receipt**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_