

Job Title: Water Safety Instructor

Department: Community Center

Job Summary: The Water Safety Instructor will teach swimming and water safety skills to patrons utilizing the indoor aquatic facility located at the Excelsior Springs Community Center.

Major Duties:

- Be familiar with American Red Cross Learn-to-Swim levels and other Red Cross water safety courses and know how to use course materials effectively
- Adapt your teaching approaches to the age, experience and ability of participants so they can meet course objective
- Cover all material required in a level of the American Red Cross Learn-to-Swim program
- Prevent accidents and eliminate or minimize hazardous situations
- Respond quickly to all emergency situations and administer first aid as needed
- Observe and enforce all rules and regulations of the facility
- Educate and inform patrons of the rules and regulations of the facility
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Present professional appearance and attitude at all times and maintain a high standard of customer service
- Attend all in-service training sessions and additional staff meetings
- Maintain job-related skills at a high level
- Complete all required reports and records in a timely fashion and submit them to Aquatics Supervisor and/or Assistant Aquatics Supervisor
- Maintain a clean, safe, and sanitary facility
- Perform all other related duties as assigned

Knowledge Required for Position:

- Current American Red Cross Water Safety Instructor certification
- Basic first aid and CPR certification
- Ability to teach swimming and water safety skills
- Strong communication and customer service skills
- Ability to follow verbal and written instructions
- Ability to maintain good physical condition, as well as professional work-related practices – safety, alertness, dependability, responsibility, initiative, courteousness, good judgment, cleanliness, endurance, and ability to work with all ages

Guidelines: Guidelines include the city employee handbook, county health codes, American Red Cross Water Safety Instructor certification, First Aid training, the city policy and procedures manual, the community center policy and procedures manual, and safety rules.

Complexity: The work consist of varied duties related to providing recreational swimming activities for the citizens of Excelsior Springs.

Scope and Effect: The purpose of this position is to ensure the safety of the citizens of Excelsior Springs and community visitors. Successful performance helps ensure the provision of recreational opportunities and an improved quality of life for the citizens of Excelsior Springs.

Personal Contacts: Contacts are typically with co-workers, youth participating in the swim lessons, parent or guardian of swim lesson participant, representatives of other city departments, school district personnel, representatives of sports associations, and the general public.

Purpose of Contacts: Contacts are typically to resolve problems and provide services.

Physical Demands: This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed in a pool environment, office, gym, or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery, with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

Grade TBD