



## Excelsior Springs Parks, Recreation & Community Center

<b>Job Title:</b>	Water Safety Instructor	<b>Job Category:</b>	Job Category
<b>Department/Group:</b>	Community Center	<b>Supervisor:</b>	Aquatics Coordinator
<b>Location:</b>	Excelsior Springs Community Center	<b>Closing Date:</b>	Open until filled
<b>Level/Salary Range:</b>	Grade 1	<b>Position Type:</b>	Part-time Position

### Job Description

#### GENERAL PURPOSE:

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.

#### ESSENTIAL JOB FUNCTIONS:

- 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 x Perform all other related duties as assigned

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- 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

#### PREFERRED SKILLS:

**ADDITIONAL NOTES**

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.

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.

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time