

EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Water Safety Instructor	Job Category:	Aquatics
Department/Group:	ESPRCC	Supervisor:	Aquatics Manager
Location:	ES Community Center	Date Closing	Open until filled
Level/Salary Range:	B Starting at \$15.00/hour	Position Type:	Part-time

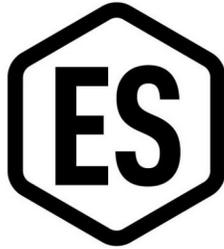
The Water Safety Instructor will teach swimming and water safety skills to patrons utilizing the aquatic facilities located at the Excelsior Springs Community Center.

ESSENTIAL JOB FUNCTIONS:

1. 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.
2. Adapt your teaching approaches to the age, experience and ability of participants so they can meet course objective.
3. Cover all material required in a level of the American Red Cross Learn-to-Swim program.
4. Prevent accidents and eliminate or minimize hazardous situations.
5. Respond quickly to all emergency situations and administer first aid as needed.
6. Observe and enforce all rules and regulations of the facility.
7. Educate and inform patrons of the rules and regulations of the facility.
8. Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress.
9. Present professional appearance and attitude at all times and maintain a high standard of customer service.
10. Attend all in-service training sessions and additional staff meetings.
11. Maintain job-related skills at a high level.
12. Complete all required reports and records in a timely fashion and submit them to Aquatics Manager.
13. Maintain a clean, safe, and sanitary facility.
14. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Must be at least 15 years of age.
2. American Red Cross First Aid and CPR certification.
3. American Red Cross Water Safety Instructor certification.
4. Ability to teach swimming and water safety skills.



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PREFERRED SKILLS:

1. Ability to react calmly and effectively in emergency situations
2. Strong customer service skills.
3. Ability to follow written and verbal instructions.
4. Ability to gather information, make computations and assist in other department activities.
5. Must be able to maintain confidentiality.
6. Ability to establish and maintain effective working relations with coworkers and the public.
7. Ability to establish good working relationships with public, subordinates and supervisors.
8. Ability to maintain self-control and composure and set a professional example for the staff and participants.
9. Ability to demonstrate a strong commitment to patron services.
10. Ability to understand, analyze and implement ideas and concepts.
11. 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.
12. Ability to work nights and weekends with irregular work hours.
13. Exposure to communicable diseases and bodily fluids.
14. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.
15. Position may require bending, leaning, kneeling, and walking.

ADDITIONAL NOTES:

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.