

WATER SAFETY INSTRUCTOR – JOB DESCRIPTION
DEPARTMENT OF RECREATION
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

The purpose of this position is to teach children how to be safe in, on and around water; and to teach children of varying abilities how to swim. Using a logical progression, the program covers the knowledge and skills needed for aquatic skill development, which, in turn, leads to safer and better swimmers.

SUPERVISION

Supervision Received: Beach Superintendent, Assistant Recreation Director and Recreation Director

Supervision Given: LGT or WSI Aide

JOB ENVIRONMENT

Work is performed at the waterfront and pool, and in all seasonal weather conditions. The weather conditions may be uncomfortably hot or cold. Periodically the person in this position is subjected to stress of other individuals and the volume and/or rapidity with which tasks must be accomplished. Requires continuous concentration and composure during emergencies and/or high volume periods.

Makes frequent contact with the general public.

ESSENTIAL FUNCTIONS

[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Effectively teaches American Red Cross swimming skills and safety to children. Demonstrates skills to class, breaks down and presents swimming skills in a logical sequence, organizes class to practice skills.
2. Interacts with every child in the class for each lesson.

3. Monitors class participation.
4. Maintains a safe class atmosphere and keeps constant watch over participants.
5. Conveys enthusiasm and positive attitude.
6. Instructs class in the ponds and pool.
7. Evaluates participant swimming skills for placement in appropriate swim level. Maintains attendance and progress reports for each student, giving parents final report card at the termination of session.
8. Submits and completes all course records to American Red Cross website.
9. Checks out and returns all equipment needed for class.
10. Completes time sheets accurately for every class.
11. Enforces beach/pool rules and policies.
12. Follows established procedures for handling injuries and emergency situations.
13. Maintains and submits copies of current certifications as listed in the job description.
14. Communicates orally and in writing effectively to co-workers, superiors, and the general public. Demonstrates courtesy and respect in such communication that exemplifies integrity, trust, dignity and professionalism.
15. Refers all complaints to Beach Superintendent or Assistant Recreation Director if Beach Superintendent is unavailable; maintains good public relations.
16. Participates in staff orientations and in-service training.
17. Reports all accidents immediately to the Beach Superintendent, Assistant Recreation Director or Recreation Director. Also maintains clear written records pertaining to any situations requiring action.
18. Maintain assigned equipment, checking it for condition and placing requests for replacement equipment as needed to the Beach Superintendent or Assistant Recreation Director.
19. Performs similar or related work as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies and actions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications

MINIMUM QUALIFICATIONS

Education, Training and Experience: Minimum age requirement is 17 years old. Must have current certifications in American Red Cross Water Safety Instructor, CPR. Lifeguard Certification and First Aid preferred.

Knowledge, Skills and Abilities:

Knowledge: Strong working knowledge of swimming and American Red Cross Learn to Swim program and the accompanying rules, regulations, and safety precautions.

Skill: Ability to teach children and maintain a safe and positive swimming environment.

Ability: Ability to effectively and tactfully communicate with others; ability to develop and maintain harmonious relationship with others.

Physical Requirements: Moderate physical effort generally required. Frequently required to spend several hours in the water, standing and walking in various weather conditions. Physical mobility required such as bending, reaching, pulling, stooping and lifting objects which weigh fifty (50) pounds or more.

Special Requirements: The applicant must be a minimum age of seventeen (17). The applicant must be a U.S. Citizen and have no felony convictions in a criminal record.

Preferred Requirements:

- Lifeguard Training Certification and First Aid Certification

Possession of valid driver's license; must be able to successfully pass comprehensive background check.

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