



**POSITION TITLE:** Water Safety Instructor  
**STATUS:** Non-Exempt  
**DEPARTMENT:** Aquatics  
**REPORTS TO:** Aquatics Director  
**DATE:** 8/23/11

**SUMMARY:** Plan, organize and conduct all classes in a manner consistent with the American Red Cross. Monitor individual swimmer progress and coach accordingly.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plan, organize and conduct aquatics classes in accordance with American Red Cross guidelines
- Provide feedback and coaching to participants as necessary
- Accurately complete paperwork including, daily count sheets, individual lesson plans, skill sheet summary forms and report cards
- Ensure the safety of participants by remaining alert, avoiding unnecessary disruptions and enforcing guidelines
- Perform daily inspection of pool area and report any unsafe conditions or equipment needs
- Participate in regular in-service training sessions and maintain necessary certifications
- Regular attendance as scheduled

#### **QUALIFICATIONS**

- In-depth knowledge of Water Safety Instruction and teaching techniques
- Knowledge of EmBe facility, policies and procedures
- Effective communication and leadership skills
- Current certifications in the following areas:
  - Water Safety Instruction
  - American Red Cross Lifeguarding
  - American Red Cross First Aid
  - American Red Cross CPR for the Professional
  - American Red Cross AED Essentials