CITY OF COVINGTON
JOB DESCRIPTION

Job Title: Water Safety Instructor (Regular or Temporary/Seasonal)

Department: Parks & Recreation

Reports To: Aquatic Supervisor

Overtime Classification: Non-Exempt

Date: Revised August 2012

Definition:

Under direction from designated supervisor(s), conduct a wide variety of swimming, diving, water exercise, and specialty aquatic activities at a busy community aquatic center (over 80,000 in-water visits annually). Responsible for patron life safety, patron surveillance, instruction (e.g. teaching swimming lessons, leading water exercise classes, etc.) supervision, record keeping, completing progress reports, and other tasks as assigned. Must be familiar with American Red Cross water safety standards, provide water safety education, enforce safety rules, and respond to emergencies and difficult situations in an appropriate manner. Must be responsible, trustworthy, and able to work independently without direct supervision or as part of a staff team. This position may be required to work special events, evenings, weekends, and split shifts.

Supervision:

Works under the guidance of the Aquatics Specialist and Aquatic Leads, and supervision of the Aquatic Supervisor.

Essential Job Functions:

- Prevent accidents and injuries through patron surveillance, rule enforcement, and water safety education.
- Respond to all emergencies, including active drowning victims and other life-threatening situations. Report any injuries, incidents, or damage using appropriate forms.
- Communicate well with other Aquatics Division staff to ensure the safety of patrons and smooth operation of aquatic activities. Communicate any concerns or problems regarding safety, patrons, activities, the facility, or personnel to a supervisor.
- Conduct classes according to program guidelines. Ensure safety of students/participants during class time. Assist other instructors, as necessary.
- Plan and organize activities, including the use of block and lesson plans.
- Provide positive motivational and corrective feedback to students/participants. Complete and distribute progress cards, according to program.
- Provide high-quality customer service.
- Complete mandatory and assigned trainings.
- Maintain all required certifications.

Non-Essential Job Functions:

- Perform other duties of a similar nature, as assigned.

Qualifications:

Knowledge of:

- Aquatic programs; swimming lessons, water exercise, etc.
- City and Aquatics division policies and procedures.
- Teaching techniques and methods.
- First Aid and CPR.
- Lifeguard techniques and principles.
- Effective public relations techniques and principles, including skill in working with diverse populations and cultures.
- Conflict resolution skills.
- Presentation, marketing, and negotiation skills.
- Mathematical skills.
- Personal computer and applicable software.

Ability to:

- Physically perform essential functions of this position.
- Enforce aquatics program safety practices.
- Arrive on time, prepared to lead activities and perform other duties
- Conduct classes and perform other duties in a professional manner.
- Adhere to blood borne pathogen training and safety standards.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate effectively, both verbally and in writing.
- Utilize personal computer and applicable software to fulfill requirements of the position.

Education and Experience:

Criteria:
Must satisfy the Special Requirements set forth below

Preferred Criteria: *(In addition to Minimum Criteria)*
Minimum of one (1) year of experience working in recreation, education, or related field; or some college-level coursework in recreation, education, or related field .

Special Requirements:

- American Red Cross Water Safety Instructor authorization.
- American Red Cross Lifeguard certification.
- American Red Cross CPR/AED certification.
- American Red Cross First Aid certification.
- Northwest Lifeguard Certification
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, swimming, diving, balancing.
- **Frequent Demands:** Climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer. Strenuous physical activity.
- **Occasional Demands:** Responding to emergencies with a significant level of stress.