



## City of Bristol Job Description

**Job Title:** Water Safety Instructor

**Department:** Parks, Recreation, Youth and Community Services

**Code:** \$18.09/hour (Goes up to \$19.34/hour after the first year)

**Schedule:** Schedule is flexible, but requires evening and weekend hours anywhere from 3 hours to up to 40 hours per week depending on the season.

**Position Goal:** Plans, organizes, and provides quality swimming and water safety instruction to the general public.

**Essential Duties and Responsibilities:** Responsible for planning, coordinating and teaching learn-to-swim and water safety courses.

### **Knowledge, Skills, and Abilities:**

The following is an illustrative list of duties:

- Thorough knowledge and application of swimming and water safety skills.
- Thorough knowledge and application of teaching swimming and water safety skills.
- An understanding of facility rules, policies and procedures.
- Be familiar with American Red Cross Learn-to-Swim levels and how to use course materials effectively.
- Responsible for the proper instruction of all swim lesson classes.
- Designs and implements appropriate classes for the swimming level being taught.
- Be prepared and organized by creating lesson weekly lesson plans for each class.
- Maintain a safe and controlled environment at all times
- Communicate regularly with participants and their parents, as appropriate
- Complete records and reports including submitting course records
- Punctual when reporting for duty, shows up no less than 15 minutes prior to the start of a class.
- Enforce and adhere to all policies and procedures.
- Attend all staff meetings and in-service trainings.
- Act in a professional manner at all times.
- Provide quality customer service.
- Complete additional duties as assigned by Aquatics Coordinator or Supervisor

### **Qualifications Profile:**

Entry-level position. Qualified candidates should possess current American Red Cross Water Safety Instruction certification. Candidates must be 16 years old.

**Licenses and Certifications:** American Red Cross Lifeguard Water Safety Instructor required. American Red Cross Lifeguard certification preferred.

**Supervised By:** Aquatics Supervisor, Aquatics Coordinator, Lead Lifeguard, or assigned.

**Supervisor's Responsibilities:** N/A