



PACC

Position Description

TITLE: Water Safety Instructor/Water Safety Aide

REPORTS TO: Aquatics Director

POSITION: Part Time

PRIMARY FUNCTION:

The Water Safety Instructor (WSI) and Water Safety Aide (WSA) is responsible for planning, coordinating, and teaching learn-to-swim lessons in group and private settings according to the American Red Cross curriculum.

Specific Duties and Responsibilities:

- 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
- Responsible for the proper instruction of all swim lesson classes, including being in the water with the classes
- Designs and implements appropriate classes for the swimming level being taught
- Be prepared and organized by creating lesson plans for each class
- WSIs are responsible for guiding WSAs in the proper performance of instructor duties
- WSAs must demonstrate willingness to learn and follow through on guidance provided by WSIs and managers
- Maintain a safe and controlled environment; identify hazardous conditions and eliminate or minimize them
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Complete records and reports including submitting Red Cross records and maintaining logs of all lessons taught
- Adheres to posted job schedule
- Arrives to shift no less than 15 minutes prior to the start of a class
- Attend and participate in mandatory trainings and in-service trainings
- Complete additional duties as assigned by the Aquatics Director
- Demonstrate pride in your job and represent the PACC in a professional manner at all times

Minimum Requirements

- Must be at least 15 years of age
- Must possess current CPR and First Aid certifications
- WSIs must possess current American Red Cross Water Safety Instructor certification and know how to use course curriculums effectively
- WSAs will be trained through the PACC by either taking a training course or participating in hands-on training.
- WSIs and WSAs:
 - Must have patience and persistence
 - Must have strong leadership and public relations skills
 - Must have sound decision-making skills
 - Must have the ability to maintain self-control in stressful situations

Professional Attributes

- Represent the organization in a positive and professional manner
- Participates in professional activities for his/her industry.
- Demonstrate a commitment to continuous learning for self and staff.

Additional Notes:

This job description represents the major functions of the position but is not intended to be all-inclusive. There are no supervisory responsibilities as part of this position, however the Employee is responsible for taking direction from other PACC employees in completing projects or performing duties deemed necessary for the PACC's success.