

# CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: Swimming Instructor (Water Safety)  
DEVELOPED/APPROVED:  
DEPARTMENT: Recreation  
REPORTING RELATIONSHIP:

## DEFINITION:

Under general supervision, a Water Safety Instructor educates people how to be safe in, on and or around water and to teach people of all ages and varying abilities how to swim and ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.. This position is responsible for planning, organizing and providing quality swimming and water safety instruction.

## EXAMPLES OF DUTIES:

- Plans and organizes recreational activities for community members of all ages that support the general teaching outlines, methods, and goals provided by the American Red Cross Learn to Swim Program.
- Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard
- Maintains cleanliness and care of facility, pool area, and restrooms.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities and patrols the swimming pool and facility.
- Completes reports for injury, accidents and other incidents.
- Performs any rescue procedures that when necessary to prevent drowning or asphyxiation and provide emergency first-aid.
- Notifies the proper authorities in case of a near drowning, drowning, or other accident at the City Pool by dialing 9-1-1 and requesting proper assistance.
- Performs other related duties as required.

## TRAINING AND EXPERIENCE:

### Requirements:

- Must be at least 16 years of age at time of employment (Must have valid work permit)
- Successful completion of pre-employment screening.
- Must possess current and valid Certificate of Completion in Lifeguarding/First Aid/CPR/AED from American Red Cross.
- Must possess current and valid Certificate of Completion in Water Safety Instructor Course from American Red Cross.

Certificates: Must be submitted at time of application. All certificates must be valid. Proof of current registration in any of the required certificate programs and/or letters from instructors are **NOT** acceptable. Applicants who have completed the required training but have not received their certificate(s) may submit a copy of the American Red Cross Course Record showing successful completion. An equivalent certificate from a lifeguard training program must be approved by the California Department of Health Services.

NOTE: Applicants less than 18 years of age must obtain a work permit prior to starting work with the City. Work permits may be obtained through the school system. Applicants who are 17 years of age and high school graduates are not required to have a work permit; however, they must submit a copy of their high school graduation certificate prior to starting work with the City.

## KNOWLEDGE AND ABILITIES

- Ability to effectively teach swimming lessons and enforce safety and health regulations relating to a swimming program
- Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public
- Ability to communicate effectively and provide clear instructions
- Ability to handle stressful situations.
- Knowledge of the equipment necessary for teaching swimming lessons.
- Knowledge of basic cash handling
- Knowledge of CPR and emergency medical procedures.

## WORKING CONDITIONS

Employee may be required to work in extreme and humid weather condition. While performing the duties of this job, the employee is frequently required to swim, walk, sit, and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move 30 pounds or more. Specific vision abilities include close vision, distance vision, peripheral vision and the ability to adjust focus. The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift.