



**Job Title:** Water Safety Instructor  
**Department:** Public Works – Pub Properties  
**FLSA Status:** Non-Exempt, Hourly, Seasonal  
**Revised Date:** See Below

**Accountability**

Under the direction of the Public Properties Director, Assistant Recreation Director, Pool Manager, Assistant Pool Manager and Swim Program Coordinator respectively.

**Job Summary**

Responsible for preparing daily lesson plans for upper levels of swimming sections as well as teaching swimming lessons and supervising Water Safety Instructor Aides in their section.

**Essential Job Functions**

Prepares lesson plans for upper levels of swimming sections; instructs all levels of students in water safety and water skills; recognizes students' strengths and weakness and makes necessary corrections; completes skills checklist and student attendance; observes Water Safety Instructor Aides teaching and provides training to improve deficiencies; attends in-service training; completes any necessary paperwork; arrives punctually to scheduled shift times and maintains proper dress code at all times.

**Additional Duties and Responsibilities**

Assists with swimming lesson registration; watches deck between swimming levels; puts equipment away; openly communicates with Swim Program Coordinator to improve the program; assists with emergency situations.

**Knowledge, Abilities and Skills**

Good public relations and organizational skills; ability to demonstrate all skills included in the American Red Cross courses being taught; ability to handle stressful situations; ability to swim at a Skill Level 6.

**Training and Experience**

Current Water Safety Instructor Certificate and thorough knowledge of the American Red Cross Water Safety Program. Additional certifications that would be beneficial include Lifeguard, CPR, Pool Operator, WSIT and LGI and experience with water exercise.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

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Job Description Revision Approved:    
City Administrator Date