



CERTIFIED WATER SAFETY INSTRUCTOR JOB DESCRIPTION

POSITION: CERTIFIED WATER SAFETY INSTRUCTOR
REPORTS TO: AQUATICS DIRECTOR
SUPERVISES: POOL SWIM LESSONS

CATEGORY: SEASONAL
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under the direct supervision of the Aquatic Director, Swim Instructors ensure the safety and satisfaction of Littleton Pool patrons and/or participants by teaching engaging swim lessons, and enforcing the policies and procedures of the Littleton Parks and Recreation Department.

ESSENTIAL JOB FUNCTIONS:*

- Instructs swimming lessons in accordance with town and American Red Cross guidelines by having prepared lesson plans accordingly.
- Safeguard patrons and other persons using the swimming pool or facilities..
- Enforce the rules and regulations relating to pool activities.
- Keep records of daily swim lesson attendance and report back to the Aquatics Director.
- Reports the following to the Aquatics Director or designated staff person:
 - Insufficient pool chemistry
 - Presence of animals, vermin or insects
 - Need for cleaning supplies or equipment repair in advance
 - Water leaks, and other maintenance needs
 - All other health and safety hazards noticed
- Attend and participate in in-service training as requested.
- Perform general cleaning duties within the pool, on deck, in the parking lot, bathhouse, and restrooms.
- Work evenings and weekends as requested.
- Prepare daily time sheets.
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the community. Encourages parent involvement and identify potential volunteers.
- Attend staff meetings and trainings as scheduled.
- Organizes and puts away needed class equipment and reports damaged equipment to the Aquatics Director.
- Performs other duties as assigned.

** Please Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

QUALIFICATIONS:

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Swimming techniques and methods.
- Must be at least 16 years of age
- General rules and regulations pertaining to pool use.

Ability to:

- Adhere to LPRD core values and principles while maintaining a positive image of the organization to members of the community.
- Follow written and oral instructions.

- Maintain CPR, AED, and /First Aid certifications.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and cash register recordings.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.

PREFERRED QUALIFICATIONS:

- Certification as an American Red Cross Water Safety Instructor. *(Will certify the appropriate candidate.)*
- Experience with children especially in a teaching capacity.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Ability to lift at least 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA regulations is required.
- Possible exposure to communicable diseases.

Updated 01/04/2023

Updated by: Caitlin Leverone

The Town of Littleton is an Equal Opportunity Employer. The Town of Littleton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.