

The Maryland-National Capital Park and Planning Commission

CLASS TITLE: Water Safety Instructor Aide **EEO Category:** Paraprofessional
Class Code: 902 **Grade:** AQ5 **Date:** 12/30/22

Characteristics of the Class:

The Water Safety Instructor aide is responsible for assisting with teaching courses from the American Red Cross Swimming and Water Safety Program. Demonstrates skills and evaluates participant progress. Advises of and enforces pool safety standards and facility operational rules to participants. Provides excellent customer service. The Water Safety Instructor Aide reports to the Water Safety Instructor, Assistant Facility Manager, Facility Manager, or designee. Participates in all required trainings and meetings. Obtains and maintains all required certifications. Performs other duties as assigned.

Examples of Important Duties:

1. Plans and outlines methods and goals that support the general teaching outlines provided by the M-NCPPC and the American Red Cross Swimming and Water Safety Program.
2. Under the direct supervision of a Water Safety Instructor, organizes and directs activities of assigned participants to provide a high level of quality instruction; teaches classes and demonstrates skills, assesses participants' progress, and provides praise and corrective feedback as appropriate.
3. Establishes positive customer relations with parents/caregivers of participants. Coaches participants in their development of swimming skills.
4. Assists with the completion of skill assessment charts and achievement cards for all course participants prior to the last day of the session.
5. Participates in all required trainings and meetings.
6. Advises supervisor of any anticipated absences and secures substitute through approved process for any scheduled hours/shifts that cannot be worked.
7. Performs other duties as assigned which relate to the safe and secure operation of a public swimming pool.

Knowledge, Skills, and Abilities:

- A. Thorough knowledge of and skill in applying American Red Cross CPR/AED for the Professional Rescuer and American Red Cross First Aid.
- B. Excellent oral and written communication skills and interpersonal skills to effectively communicate and interact with customers.
- C. Ability to follow directions from Water Safety Instructor and demonstrate skills being taught.
- D. Ability to recognize unsafe conditions and behaviors and respond either by addressing or reporting situations to the Water Safety Instructor or others as designated.
- E. Ability to respond appropriately to emergency and non-emergency situations.
- F. Ability to use a computer and necessary software.
- G. Ability to work indoors and outdoors in most weather conditions with exposure to sunlight and extreme temperatures.
- H. Ability to stand, walk and/or sit for prolonged periods of time with exposure to cold water.

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Minimum Qualifications (MQs):

1. 16 years of age.
2. Valid American Red Cross CPR/AED for the Professional Rescuer Certification, American Red Cross First Aid Certification, and any other required certifications.
3. Pass aquatics pre-employment skills assessment.
4. Pass background investigation.
5. Meet all required COVID-19 vaccination requirement(s).

Note: American Red Cross Lifeguarding Certification preferred.

Working Conditions:

Works both indoor and outdoor settings with exposure to sunlight and extreme temperatures as well as occasionally to inclement weather. Handles multiple tasks in a fast-paced work environment. Requires standing, walking and/or sitting for prolonged periods of time. Work schedule includes evenings, weekdays, weekends, and holidays.