

The Maryland-National Capital Park and Planning Commission

CLASS TITLE: Water Safety Instructor

EEO Category: Paraprofessional

Class Code: 905

Grade: AQ7

Date: 12/30/22

Characteristics of the Class:

The Water Safety Instructor is responsible for planning, organizing, and providing swimming and water safety instruction that support the methods and goals as outlined by the American Red Cross Swimming and Water Safety Program. Organizes and directs activities, demonstrates skills, and evaluates participant progress, providing feedback and appropriate correction where applicable. Provides excellent customer service. Advises of and enforces pool safety standards and facility operational rules to participants. The Water Safety Instructor reports to the Facility Manager, Assistant 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, organizes, and provides swimming and water safety instruction that supports the methods and goals as outlined by the M-NCPPC and the American Red Cross Swimming and Water Safety Program.
2. Organizes and directs activities of assigned participants to provide a high level of quality instruction; teaches classes and demonstrates skills, assessing participants progress and providing verbal praise and corrective feedback as appropriate.
3. Establishes positive public relations with parents/caregivers of participants by helping them recognize and understand swimming developments and achievements.
4. Enforces pool safety standards and facility operational rules for participants.
5. Completes skill assessment charts and achievement cards for all course participants prior to the last day of the session.
6. Ensures teaching history/records have been submitted to the American Red Cross within 10 days of the last session.
7. Participates in all required trainings and meetings.
8. Advises supervisor of any anticipated absences and secures substitute through approved process for any scheduled hours/shifts that cannot be worked.
9. 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 demonstrate skills being taught.
- D. Ability to recognize unsafe conditions and behaviors and respond either by addressing or reporting situations to the appropriate authority.
- 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. 17 years of age.
2. Valid American Red Cross Water Safety Instructor Certification, 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 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.