

City of Lapeer Community Center

Job Description: Water Safety Instructor

A position primarily responsible for teaching water safety and swimming skills. General duties include providing a safe environment for all students, preparing lesson plans and giving competent instruction, evaluating the progress of your students, distributing certificates and properly filling out American Red Cross forms. Water Safety Instructors will be under the direction of the Aquatic Supervisor or their designate.

Qualifications

Obtain and keep current American Red Cross Water Safety Instructor Certification.

Obtain and keep current CPR certification including infant, child and adult techniques.

Duties and Responsibilities

Represent the City of Lapeer Community Center in a positive manner.

Maintain a neat, well groomed appearance in accordance with the City of Lapeer Employee manual.

Maintain a good working relationship with staff and positive public relations with patrons.

Provide for the health and safety of participants, including making sure that all teaching and practice areas are free of hazards and that materials and equipment are safe.

Organize the class environment to enhance individual and group performance and to minimize distractions.

Be familiar with course requirements, materials and how to use them effectively. Cover all that is required in a course.

Be prepared for each class. Know your skills and exactly what your goals are for each lesson.

Use corrective feedback to evaluate participants' progress and correct problems.

Evaluate participants' progress and issue course completion certificates if all requirements are met.

Be prepared to answer questions. Have a working knowledge of the courses and their content offered by the City of Lapeer Community Center.

Submit completed course records to the American Red Cross within the 10 day time requirement. Submit completed swim skills checklist to the Aquatic Supervisor.

Know CPR, first aid and emergency procedures and administer first aid when necessary. Fill out proper incident report forms.