

CITY OF BOULDER CITY NEVADA

CLASS TITLE: PART-TIME WATER SAFETY INSTRUCTOR

BASIC FUNCTION:

To administer a successful Learn-To-Swim level class, including the ability to teach, motivate and evaluate participants.

REPRESENTATIVE DUTIES:

(It is important to note that the duties listed below are “representative only” and are not intended to cover the full range or scope of duties in this class.)

1. Ensures the safety of facility patrons and swim lesson participants.
2. Supervises and gives guidance to any Water Safety Instructor Aides.
3. Organizes and teaches safe swim class in a non-threatening environment.
4. Enforces and adheres to all pool facility’s policies, rules and regulations.
5. Ensures that class participants meet course completion requirements.
6. Recognizes and responds effectively in all emergencies.
7. Supervises the general care and cleaning of the facility.
8. Maintains records, reports and information regarding accident reports.
9. Reports any unsafe conditions to the Aquatic Coordinator immediately.
10. Supervises the general care and cleaning of the facility.
11. Submits completed course records and reports to the Aquatic Administrative Clerk immediately following completion of each course.
12. Issues course completion certificates.
13. Carries out additional duties as assigned by the Aquatic Coordinator or Administrative Clerk.
14. Performs related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- WSI course materials and how to use them effectively.
- Skills required for completion of the WSI Course.

Part-time WATER POLO INSTRUCTOR-COACH

- Safe working practices.
- Principles and practices of facility rules, policies and procedures.
- Leadership qualities and public relation skills.

ABILITY TO:

- Instruct and supervise Learn-To-Swim classes.
- Plan, coordinate and manage Learn-To-Swim classes.
- Understand and carry out verbal and written instructions.
- Work independently with minimal supervision.
- Communicate effectively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school or G.E.D. equivalent.

LICENSES: Valid State of Nevada Motor Vehicle Operator's License. American Red Cross Water Safety Instructor Certificate required.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: This class reports to the Aquatic Coordinator and the Aquatic Administrative Clerk.

PHYSICAL EFFORT: **Performs** physically demanding manual work in lifting and pushing or pulling heavy objects

CONTACTS:

- Members of the public
- Co-workers
- Other department personnel
- Other City department staff
- Vendors

WORKING CONDITIONS: Position requires physical activity including swimming, diving, deep-water activity, bending, lifting, carrying, and other activities.

**NOTE: THIS CLASS IS NON-EXEMPT UNDER FLSA PROVISIONS.
THIS CLASS IS AN AT-WILL POSITION.**

The City of Boulder City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Boulder City encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.