



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Water Safety Instructor
DEPARTMENT: Recreation Center
RATE CLASS: Hourly employee – Seasonal/Temporary
REPORTS TO: Recreation Center Supervisor, Parks and Recreation Director
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

EDUCATION: High School student at least 17 years old or High School diploma or GED.
CERTIFICATION: American Red Cross Lifeguard/Water Safety Instructor (WSI) certificate

SPECIAL SKILLS: An ability to facilitate positive community relations is required.

DUTIES & RESPONSIBILITIES:

- Monitor/evaluate success of swimming lessons program and make recommendation to Program Supervisor to improve/enhance program.
- WSI instructors will be responsible to maintain proper record keeping for swim lessons.
- All Swim lesson plans must be pre-approved by Recreation Center Supervisor one week in advance of session.
- WSI instructor is responsible for having all forms necessary to conduct program. This is to include but not be limited to score cards, completion cards, certificates and any other forms required for swim lessons.
- Recreation Supervisor and WSI instructor will be responsible in mailing all proper forms to American Red Cross in a timely manner.
- WSI will be required to explain to parents how each child is judged and if needed, talk to any parent needing understanding of why there child did not pass a course.
- WSI will explain to parents at the beginning of session that each participant is not guaranteed to learn how to swim.
- WSI instructors are required to instruct lifeguards helping with swim lessons to be professional at all times with the participant and parents.
- WSI's must be capable of following supervisor's instructions.

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Water Safety Instructor and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Must be able to lift a minimum of 45 lbs. Must also be able to sit, stand, type, and/or write for extended periods of time.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must Be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date