

**RECREATION
WATER SAFETY INSTRUCTOR**

The City of North Olmsted is seeking a Part-Time Water Safety Instructor. Must be 16 years old or older and possess a current American Red Cross Water Safety Instructor Certification. The starting salary, job description and City application are on the City's website at www.north-olmsted.com. Qualified candidates may mail, e-mail or fax their resumes, including salary history and references, and a completed City application by 12/2/2011.

**City of North Olmsted
Human Resources Dept.
5200 Dover Center Road
North Olmsted, Ohio 44070
Fax: 440-777-4332
e-mail: ecclestond@north-olmsted.com
EOE**

SALARY RANGE

\$7.70 to \$10.00

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

JOB TITLE:	Water Safety Instructor
DEPARTMENT:	Mayor – Parks and Recreation
CLASSIFICATION:	Un-Classified
FLSA STATUS:	Non-exempt
REVISED DATE:	November 16, 2011

Purpose of Position:

To conduct and oversee water safety programs. This position is generally supervised by the Pool Supervisor.

Essential Duties and Responsibilities:

- Responsible to conduct lessons at the deep end of the pool for level 4 and above.
- Responsible to oversee and manage lessons at the shallow end of the pool for levels 1, 2 and 3.
- Responsible to conduct lessons for Tot Only and/or to teach Parent and Tot or Toddler and Parent programs.
- Responsible to oversee the Learn to Swim Program in compliance with American Red Cross Standards.
- Responsible to keep records in compliance with American Red Cross regulations.
- Responsible to comply and enforce safety regulations.

- Responsible to report for work as scheduled.
- Perform additional duties and responsibilities as assigned.

Minimum Training and Experience Required:

- Must possess current American Red Cross Water Safety Instructor Certification

Mathematical Ability:

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Skills:

- Ability to demonstrate leadership.
- Ability to comprehend and correctly use a variety of informational documents including reference books, applications and other reports and records.
- Ability to prepare job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information, meet deadlines and maintain confidentiality of restricted information; ability to use independent judgment, common sense, principles of influence, and rational systems in the performance of tasks.
- Ability to work under stressful conditions and to respond immediately to crisis situations.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a responsive, understanding, helpful, and professional manner with coworkers, supervisors and the general public.
- Ability to accurately record and deliver information.
- Ability to perceive and discriminate sounds, textures, odors, and shapes.

Environmental Adaptability:

Work is performed in both indoor and outdoor pool environment.