



# City of Kingman, Arizona

**Classification:** Water Safety Instructor – Part Time  
**Department:** Parks and Recreation  
**Accountable To:** Assistant Aquatics Manager and Aquatics Manager  
**Created/Revised Date:** March 2016  
**FLSA Status:** Non-Exempt **Salary Grade:** Part-Time **Band:** A **EEO4:** 7

## GENERAL DESCRIPTION OF POSITION:

A water safety instructor will be trained in all the latest Red Cross procedures for providing water safety instruction and lesson delivery systems. Instructors supervise and maintain safety in the pool area while teaching water safety, swimming, and diving skills to patrons of all ages. Instructors will be responsible for delivering proper class content and completion of all recording materials required by Red Cross and the City. Incumbents support daily program operations, maintains sanitation and cleanliness of pool and surrounding area; assists in scheduling and conducting aquatic activities.

## SUPERVISION RECEIVED:

Works under general supervision of the Aquatics Manager and Assistant Aquatics Manager.

## SUPERVISION EXERCISED:

Exercises supervision over all students in their program, and as a mentor of new instructor employees who are in training.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Teaches water safety, swimming, and diving skills which adhere to the Red Cross program guidelines.
- Responds professionally to public inquiries about aquatic programs, rules and procedures, and may be asked from time to time to file and report on information concerning those inquiries.
- Assesses ability and skill levels of pool patrons enrolled in swimming, diving or life safety classes; provides swimming and diving instruction according to skill levels of assigned class, and instruction in pool safety.
- Monitors swimming and other pool activities to prevent accidents; Writes and completes accident, incident and other related reports and forms as required by Red Cross and City of Kingman.
- Enforces pool safety rules and regulations.
- Supports the relationship between the City of Kingman and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains up-to-date rosters, confirms appropriate paperwork and forms are completed and on file for class/students, and students are enrolled in the correct level.
- Prepares lesson plans, session goals, and skill certificates for each student and each class;
- Manages students in a timely, kind, patient, and enjoyable manner while maintaining class decorum conducive to learning.
- Performs or aides in appropriate rescues in the event of an emergency, providing appropriate care, and using resuscitation techniques if needed, within the boundaries of training, to program participants or observers while utilizing personal protective gear.
- Assists in the preparation of posters, fliers, and related promotional material related to aquatic programs, lesson schedules, content requirements and special events.
- Performs a variety of miscellaneous duties such as answering the phone, typing, data entry, public speaking to youth

groups and classes, and general public relations and promotion of the City Aquatic and water instruction/lesson programs.

- Monitors and maintains pools for cleanliness and sanitation, informing supervisors of noted issues.
- Performs routine maintenance such as skimming pool, hosing deck, arranging deck chairs, etc.
- Makes periodic tests of water in the pool to determine chemical balance of chlorinators.
- Attends all necessary meetings and trainings as scheduled.
- Completes written materials such as: daily attendance, accident/incident forms, timesheets, evaluations and other related records and reports.
- Provides excellent and proficient customer service to both internal and external customers.
- Regular attendance is an essential function of this job to ensure continuity; Maintains regular, reliable and punctual attendance and adherence to scheduled hours of work.
- May be required to work early mornings, afternoons, evenings, weekends and holidays as needed;
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

### **Peripheral Duties:**

- May operate golf cart on park premises.
- If 18 yrs of age or older, may operate a city vehicle to run errands and attend to events.
- As needed, unlock and lock facilities.
- Performs related duties as required.
- Performs special assignments as requested.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Minimum of 16 years of age or older to be employed with City of Kingman as a Certified Water Safety Instructor (applicant must be 15 years of age to enter Red Cross certification program with approval of Lesson Instructor).
- Some experience working with the public.
- Be able to complete Red Cross Instruction certification program or convert from another Water Safety Instructor certification program to Red Cross.

#### **Knowledge:**

Exhibits knowledge and certification of an approved Red Cross instructor or related Water Safety Instructor certification organization and the skills that are to be taught are in accordance with Red Cross program requirements. Working knowledge of Red Cross instructor procedures, facility safety procedures, and any other associated operations and techniques used in a comprehensive community aquatic and lesson program; Water safety rules; Basic knowledge of customer service principles and practices; Recordkeeping practices; First aid, CPR, AED for proper response in an emergency situation; Federal OSHA and State and County regulations and City policies regarding safe work practices.

#### **Skills:**

Skill in the effective, safe operation of listed tools and equipment; Teaching effective water safety, swimming and diving instructional and certification methods and techniques; Effective application of First Aid, CPR and AED and using appropriate protocols and procedures in addressing Bloodborne Pathogens; Utilizing computer hardware and software to accomplish work assignments (i.e., Microsoft Office) and demonstrate proficiency to update documents, spreadsheets, and databases.

#### **Abilities:**

Ability to: Effectively teach, perform and deliver all the approved teaching techniques, information and day-to-day policies and procedures of the Aquatics division; Communicates effectively with the staff, supervisors, management and the public; Ensure safety of patrons while in the water and on the pool deck; Correctly assess emergencies and needs for assistance, implement correct decisions and act quickly and effectively in emergencies; Maintain safety and order in a swimming pool facility; Understand and follow directions given by immediate supervisor; Learn and understand pool rules

and regulations; Adhere to program standards and objectives outlined in city policy and by supervisors; Deal courteously and cooperatively with the public; Effectively explain rules, provide guidance and enforce appropriate discipline; Keep and maintain complete and accurate manual and electronic records; Respond to requests and inquiries courteously; Communicate effectively both orally and in writing; Use equipment and tools properly and safely; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, and the public; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department held events and activities to include the working of early mornings, afternoons, evenings, nights, weekends, and holidays as scheduled and as necessary; and work in different weather conditions with exposure to the elements; Describe orally and in writing incidents or complaints; Assist recreation staff at special events.

### **Special Requirements:**

Some assignments may require valid Arizona state driver's license or ability to obtain one. Requires possession of a valid certification from a water safety instructor organization (Ellis, Red Cross, Starguard). Requires possession of Cardio-Pulmonary Resuscitation (CPR), First Aid, Automated External Defibrillators (AED) and Bloodborne Pathogens Training certifications. Possession of a valid certification as a Lifeguard also is preferred.

### **WORK ENVIRONMENT:**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

### **EXPECTED BEHAVIOR/QUALITY OF SERVICES:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

### **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of

personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

**EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_