



Tahoe Donner Association Job Description

Job Title: Water Safety Instructor Aide
Job Code: 702
Department: Aquatics
Reports to: Aquatics Coordinator
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 2
Pay Range: \$10.71 – \$11.81 per hour
File Name: WSI Aide.doc
Prepared Date: 04/18/09, revised 2/26/10, updated 4/30/11, 10/17/15, 4/16/17

SUMMARY

The Water Safety Instructor Aide is responsible for assisting the Water Safety Instructor in organizing and instructing American Red Cross format swim lessons up to Level III.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Maintain current knowledge, implement and enforce Association policies, procedures, rules and regulations.

Open and/or close pool facilities including removing and replacing pool covers. Ensure pool equipment is in proper working order.

Assist Water Safety Instructor in evaluating students and determining appropriate swim technique to instruct.

Assist Water Safety Instructor in demonstrating proper swim techniques to students in swimming pool.

Assist Water Safety Instructor in implementing American Red Cross based lesson plans.

Assist Water Safety Instructor in preparing class materials and assists in set-up and take-down of swim lesson equipment and materials used daily.

Cooperate and communicate with co-workers effectively.

Ability to work some evening hours.

Attend and participate in mandatory in-service training and meetings.

Work well in a group/team environment.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must work well with children and adults of all ages and swimming backgrounds. Energetic, outgoing personality. Must be flexible in ability to adopt to new situations and group dynamics. Creative and able to engage students in a learning environment.

EDUCATION and/or EXPERIENCE

Some high school education; or up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current American Red Cross CPR/AED for the professional rescuer or layperson and First Aid certifications recommended. Current American Red Cross Lifeguard certification or equivalent is recommended.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of customers or employee organizations. Communicate effectively with members and employees on a professional level.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and swim; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, extreme heat and outside weather conditions. The employee is occasionally exposed moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE DATE