

DEANE HOMES SWIM CLUB
1010 OVERLOOK RIDGE ROAD
DIAMOND BAR, CA 91765

JOB DESCRIPTION- WATER SAFETY INSTRUCTOR

The purpose of being a Water Safety Instructor is to teach people how to be safe in, on and or around water and to teach people of all ages and varying abilities how to swim. Using a logical progression, the instructor will cover the knowledge and skills need for aquatic skill development, which in turn, leads to safer and better swimmers. This position is responsible in planning, organizing, and providing quality swimming and water safety instruction for the swim club.

All Water Safety Instructors are responsible for reporting to the Deane Homes Swim Club manager.

DHSC WATER SAFETY INSTRUCTORS WILL MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

- Must be 16 years of age or older.
- Hold and maintain a valid American Red Cross Water Safety Certification.
- Hold and maintain a valid American Red Cross Certification in First Aid/CPR/AED.

A SUCCESSFUL CANDIDATE FOR THIS POSITION MEETS THE FOLLOWING PHYSICAL DEMANDS:

- Ability to react to emergency situations with quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Remain alert to dangerous situations while sitting, standing, or walking for various lengths of time.

A SUCCESSFUL CANDIDATE FOR THIS POSITION WILL HAVE THE FOLLOWING RESPONSIBILITIES AND DUTIES:

- Appearance is consistent with DHSC standards including wearing the approved DHSC uniform.
- Helps plan and organize class teaching outlines, methods and goals that support the general teaching outlines provided by the American Red Cross Learn to Swim Program.
- Ability to adapt your teaching approach to match the experience and abilities of the participants.
- Organizes and directs activities of assigned students in order to provide a high level of quality instruction for all students.
- Are on a first-name personalized basis in meaningful instruction for the duration of the session.
- Establishes positive public relations with parents/guardians of class students helping them recognize and understand swimming developments and achievements.
- Resolves simple public complaints in matters related to swimming instruction and refers other complaints to the manager.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Helps organize and assists in the development of special programs, activities, or instruction.
- Completes and submits records and documentation of completed lessons to the manager.
- Works with the manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
- Performs related duties as required.

A SUCCESSFUL CANDIDATE DISPLAYS THE FOLLOWING CRITERIA FOR STAFF DEVELOPMENT:

- Must act and represent Deane Homes Swim Club in a positive and professional manner.
- Maintain outstanding aquatic skills and proficiency.
- Ability to communicate effectively with children and adults.

- Ability to remain alert, attentive, and responsible.
- Attend regularly scheduled staff meetings for all areas necessary.
- Maintain communication with other staff members and your manager/supervisor.
- Communicate clear and concise information to students, parents, and guardians.

A SUCCESSFUL CANDIDATE DISPLAYS THE FOLLOWING CRITERIA FOR SUCCESS:

- Ability to put an emphasis on water safety and drowning prevention as the basis of swimming and water recreation.
- Ability to optimize swim skills so that participants can achieve success at regular intervals.
- Foreseeing hazards and taking steps to control them before participants step into the water.
- Ensuring that there are lifeguards on duty during swim lessons.
- Knowing how to use course materials and training equipment safely and effectively.
- Ability to inform participants and/or their parents/guardians about knowledge and skill evaluation procedures and course completing requirements.
- Ability to enforce pool policies while providing a high level of customer service to participants.
- Ability to display a positive attitude for all students, parents/guardians, and staff.
- Ability to prioritize tasks, manage their time and balance professional and personal commitments.
- Arrives prepared and on time for work.
- Ability to work as a team with other lifeguards, staff, and management.

AT THE END OF THE SEASON, THE CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Participate in an 'Employee Performance Review' with the club manager and assistant manager.
- Complete the DHSC 'Exit Survey'.
- Return all keys given to them at the commencement of employment (Clubhouse, gate key and restroom).
- Take no personal information regarding members or guests.

Complaints relating to your work or working conditions should be discussed with the club manager in an effort to resolve problems. If no resolution is obtained, problems may be brought to the Board of Directors of the DHSC Homeowner's Association.

I have read and fully understand the above job requirements, responsibilities, and expectations. I am capable of performing all of the stated requirements. I understand that my failure to uphold the responsibilities and duties may result in a written warning from my manager. I further understand that receiving three (3) warnings may result in disciplinary action.

All Water Safety Instructor employment is on a seasonal basis. Instructors must re-apply for their position each season.

Signature: _____

Date: _____