CITY OF LAKE ELSINORE

WATER SAFETY INSTRUCTOR / LIFEGUARD
Part-time / Temporary / At-will

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.

DEFINITION:

Under direct supervision of the Aquatics Program Coordinator, the Water Safety Instructor is in charge of preparing and teaching swim lessons, ensuring the safety of swimmers, and maintaining the pool facilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direct supervision from the Recreation Supervisor and general supervision from the Aquatic Program Coordinator. Incumbents in this position do not routinely supervise other employees.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Compiles class rosters and lesson plans.
- Teaches American Red Cross certified swim classes.
- Evaluates and tests class participants.
- Prepares class certificates.
- Prepares, maintains, and completes all instructional records for the American Red Cross and class participants.
- Conducts lifeguarding activities such as watching over swimmers, rescuing swimmers in distress, and rendering first aid as needed.
- Enforces pool rules and regulations.
- Ensures lifeguard-swimmer and instructor-student ratios.
- Performs cashier duties as assigned.
- Maintains pool and bathroom areas.
- Takes hourly pool chemical readings.

REV 4-2018
• Assists with special events.
• Reports pool repairs as necessary.
• Completes forms and reports.
• Demonstrates punctual, regular and reliable attendance, which is essential for successful job performance.
• Performs other duties as assigned.
• Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, swimming, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and talking in the performance of daily duties. The position also requires both near and far vision when watching over swimmers, and requires the ability to lift, carry and push objects weighing up to 100 pounds on occasion. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use cleaning chemicals, which may expose the employee to fumes or airborne particles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Required Minimum Qualifications:
Must be 15 years of age; must have current lifeguarding qualifications for water rescue, CPR and first aid OR ability to pass preseason lifeguarding / First Aid / CPR / AED / Emergency Oxygen training.

Desired Qualifications:
Water Safety Instructor Certification; Bilingual in Spanish.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Water Safety Instructor/Lifeguard. A typical way of obtaining the required qualifications is to have experience managing pool operations and swim programs.

License/Certificate:

The following licenses/certificates are required: Current American Red Cross Lifeguard training, Water Safety Instructor training, OR ability to pass preseason lifeguarding / First Aid / CPR / AED / Emergency Oxygen training.
KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

**Knowledge of:**

Safety practices used in and around the operation and maintenance of public swimming pools. Knowledge of basic swimming strokes (freestyle and backstroke). Interest and experience in working with kids in a caring and patient manner.

**Ability to:**

Swim 300 yards continuously demonstrating breath control and rhythmic breathing. Tread Water for 2 minutes using only the legs. Complete a timed event: 20-yard swim using front crawl or breast stroke, surface dive to 7-10 feet, retrieve a 10 pound brick and swim 20 yards back to starting point. Must be completed in 1 minute, 40 seconds.

Teach swimming lessons; perform lifesaving and first aid tasks; deal tactfully and courteously with the public; respond appropriately and calmly to emergency situations; follow and give written and verbal instructions; communicate clearly and concisely both orally and in writing; perform cashiering duties; Understand and follow oral and written directions.

**Skill to:**

Oversee a swim program, including its participants and instructors.