



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Water Safety Instructor (WSI) - Part-time seasonal

Summary: Be able to relate to youth and parents while providing necessary swimming skills under the guidelines of the American Red Cross. Programs should provide a positive swimming experience for the student and their family members, alike. The Water Safety Instructor works under the direct supervision of the Recreation Program Manager and Pool Site Supervisor.

### Qualifications:

- Must be 16+ years of age
- Provide documentation of certification(s) to Aquatics Program Manager
- Possess a current WSI Certification
- Possess a Red Cross First Aid Certification
- Possess a current CPR/AED certification (infant/child/adult)
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

### Responsibilities:

- Have lessons plans ready for use for each class following the American Red Cross Learn to Swim guidelines from course materials.
- Maintain accurate attendance for each class.
- Be sure that each skill is covered under the guidelines of the ARC and in timely fashion during class lengths.
- Instructors must and will be able to demonstrate and explain skills.
- Submit and complete course record sheets within ten business days and give class reports to Pool Site Supervisor or Aquatics Program Manager.
- Make sure that skill sheets are completed prior to the start of the last day of class. At this time, instructors should be able to report to student/parents whether or not they will be moving on to the next level.
- Ensure that lessons are taught at AGE APPROPRIATE levels.
- Ensure that all participants meet the required height limit.
- Greet and welcome all participants, parents, and/or community members.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
- Work collaboratively with all other district and department personnel.



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- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Communicate program information, expectations to participants, parents, and/or community members.
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
- Other duties as assigned by immediate supervisor or department administrator.

### Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com) and submit

***The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.***

***This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***