

**GREENCASTLE PARKS & RECREATION DEPARTMENT  
JOB DESCRIPTION**

**Position Title:** Learn-To-Swim Instructor  
**Responsible to:** Aquatics Director and Assistant Manager  
**Department:** Parks & Recreation  
**Employment Terms:** Seasonal

**General Statement of Duties:** Under the direction of the Aquatics Director and Learn-To-Swim Coordinator coordinates, plans and teaches Learn-To-Swim and Water Babies Lessons, and Water Safety Courses.

**Minimum Qualifications:** (Current certification in the following is preferred)

- American Red Cross Water Safety Instructor
- American Red Cross Lifeguard Training and First Aid
- American Red Cross CPR for the Professional Rescuer
- Other certifications required by local or state laws

**Knowledge and Skills:**

- Thorough knowledge and application of teaching swimming and water safety skills
- Strong leadership and public relations, communication and decision-making skills

**Responsibilities:**

- Familiarity with American Red Cross Learn-to-Swim levels, other Red Cross water safety courses and know how to use course materials effectively
- Adapt teaching approaches to the age, experience and ability of participants, so they can meet course objectives
- Provide for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe
- Cover all material required in a level
- Communicate regularly with participants and their parents, as appropriate, to ensure they are aware of progress
- Recognize and respond effectively in emergencies in accordance with facility emergency action plans
- Enforce all aquatic facility policies, rules and regulations
- Complete records and reports in a timely manner
- Participate in regular in-service training sessions
- Complete additional duties as assigned by supervisor

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, \_\_\_\_\_, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_