

# VILLAGE OF ASHWAUBENON

## JOB DESCRIPTION

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I. Position Title: Swim Instructor/ Water Safety Instructor (WSI)

Reports To: Pool Director  
Aquatic Coordinator

II. Job Summary:

Responsible for instructing participants in swimming techniques, skills and water safety. Instruction must meet the prescribed standards as set by the American Red Cross and the Ashwaubenon Parks, Recreation & Forestry Department swimming program.

III. Duties & Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- A. Effectively teach swimming skills and safety to children.
- B. Demonstrate skills to class, break down and present swimming skills in a logical sequence and organize class to practice skills.
- C. Maintain a safe class atmosphere and keep constant watch over participants.
- D. Enforce pool rules and safety procedures.
- E. Complete accident/incident reports accurately.
- F. Maintain accurate attendance records.
- G. Complete testing cards upon the completion of each lesson session.
- H. Assist in developing and planning future swimming lesson programs.
- I. Participates in all emergency procedure drills and staff trainings.
- J. Perform other duties as assigned by Aquatic Coordinator/Pool Director.

IV. Knowledge, Skills & Abilities:

- Technical knowledge and experience of swimming.
- An understanding of the facility policies, procedures, and rules.
- Positive public relations.
- Ability to work with children (ages 3 – 14).
- Ability to plan and organize lessons/classes.
- Reliable and responsible.

V. Minimum Qualifications:

- Must be at least 16 years old
- Must understand and follow the Village of Ashwaubenon Parks and Recreation Department policies.

Additional Qualifications:

- Current certification in WSI (Water Safety Instruction)
- Certifications dealing in the area of water exercise
- Previous experience in swimming or other aquatic activities
- Certified in Lifeguard Training, Community First Aid and Safety & CPR for the Professional Rescuer

VI. Supervision/Decision Making:

- Demonstrate authority when circumstances warrant. Firmly handle difficult situations to maintain order at the facility. Contact supervisor if needed..
- Personal grooming and dress should be clean in taste, must be in required lifeguard uniform.
- Demonstrate an attitude of courtesy, cheerfulness and friendliness toward the public and patrons.