



# JOB ANNOUNCEMENT

## WATER SAFETY INSTRUCTOR

<b>DEPARTMENT:</b>	Parks and Recreation	<b>POSTING DATE:</b>	September 12, 2014
<b>JOB CODE:</b>	PT-WSI-302	<b>HOURLY RATE:</b>	\$8.00
<b>WORK STATUS:</b>	Part-Time / 10 positions available	<b>APPLY BY:</b>	Open Until Filled

**APPLY IN PERSON AT:  
CITY OF GAINESVILLE CIVIC CENTER  
830 GREEN STREET, GAINESVILLE 30501**

**For additional information about this position or the application process, call 770-531-2680.**

**This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.**

### **JOB SUMMARY:**

Instruction of Learn to Swim and Water Safety Classes as assigned and in accordance with American Red Cross and Gainesville Parks and Recreation Standards.

### **MAJOR JOB RESPONSIBILITIES:**

- Hold and maintain current certification in WSI, LG, CPR and First Aid.
- Instruct and conduct swimming and safety programs as assigned.
- Completion and submission of required forms, lesson plans and certificates in a timely manner.
- Interact positively and effectively with participants and their families.

### **RESPONSIBILITIES & DUTIES:**

- Assist in maintaining order in the pool area during instructional programs.
- Complete lesson plans, to be reviewed by the Head WSI on the Friday prior to the start of swim lessons.
- Be available to the parents/family members to discuss the participant's progress.
- Prepare progress reports for program participants on the first Friday of each session.
- Prepare course certificates for participants on the last Friday of the session.
- **NEVER LEAVE PARTICIPANTS UNATTENDED IN OR AROUND THE POOL.**
- Instruct all lessons in the water.
- Other duties, as assigned, by the Head WSI or higher authority to facilitate the safe, sanitary, effective operation of the assigned facility.
- Never allow students to climb low dive if student is below age 8, without WSI or WSI Aid in attendance.

**RESPONSIBILITIES & DUTIES:** (Continued)

- Adherence to and enforcement of all Gainesville Parks & Recreation Agency personnel, facility, operational and patron policies, procedures, regulations and rules.
- Represent the Gainesville Parks & Recreation Agency and the Aquatic facilities in a positive, professional and consistent manner.
- Have knowledge of all Aquatic programs and schedules.
- Have a thorough understanding of the EMERGENCY ACTION PLAN for the assigned facility.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

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*Due to Georgia State Law, all applications are subject to public disclosure.*

*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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