

## **TOWN OF ROCKY HILL JOB POSTING**

(This is an advertisement. Please see below for a detailed job description and qualifications.)

### **DEPARTMENT OF PARKS, RECREATION AND FACILITIES MANAGEMENT WATER SAFETY INSTRUCTOR (PART-TIME)**

The Town of Rocky Hill is seeking qualified candidates to fill the position of Water Safety Instructor. Please view the job description below for further details.

The Parks and Recreation Department will be offering Red Cross swim lessons to youth ages 6 months and up starting in June 2018 at the indoor pool. The summer classes will typically be offered Monday-Friday, mornings, afternoons and evenings during the summer. Classes will be offered at the Rocky Hill High School pool. In addition, swim lessons are also offered on Saturdays in the spring.

This position is a part-time, non-bargaining position and must abide by all personnel rules which may be viewed here: [http://www.rockyhillct.gov/Personnel\\_Rules\(original\).pdf](http://www.rockyhillct.gov/Personnel_Rules(original).pdf). Hourly pay range is \$11-13 per hour.

Interested applicants must submit each of the following: 1) A letter of interest which clearly demonstrates how the applicant meets the qualifications listed in the job description; and 2) A completed Town of Rocky Hill Application for Employment. 3) A copy of a current Red Cross Water Safety Instructor certificate or equivalent. Please submit all application materials to the Parks and Recreation Department. Applications will be accepted until positions are filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA

Rocky Hill Parks and Recreation Department  
761 Old Main Street  
Rocky Hill, CT 06067  
860-258-2772  
parksandrec@rockyhillct.gov

**Town of Rocky Hill  
Job Description**

**POSITION:** WATER SAFETY INSTRUCTOR  
**DEPARTMENT:** PARKS, RECREATION AND FACILITIES MANAGEMENT  
**REPORTS TO:** AQUATICS/RECREATION SUPERVISOR  
**SUPERVISES:** N/A  
**BARGAINING UNIT:** NONE

**Summary of Responsibility:**

Generally, the position requires strong organizational, verbal communication and swim instruction skills. Must be able to teach swim lessons following the American Red Cross Learn to Swim Program guidelines. Should have experience working with children. A Lifeguarding certification is preferred.

**Essential Functions:**

1. Provide quality swim instruction for all participants following Red Cross guidelines;
2. Possess a thorough knowledge of safety skills, swim strokes and teaching techniques;
3. Create and use lesson plans for all classes;
4. Communicate effectively and develop positive relationships with participants, parents and staff;
5. Assist in resolving participant or parent concerns or incidents;
6. Maintain a safe environment to insure the safety of all participants;
7. Evaluate each swim session upon completion and make changes as needed;
8. Submit course paperwork in a timely fashion.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

**Qualifications and Competencies:**

1. Must be age 16 years or older;
2. Must possess a current American Red Cross Water Safety Instructor certificate;
3. Prefer certification in American Red Cross Lifeguarding;
4. Ability to carry out assignments with minimum of supervision;
5. Ability to deal effectively with the public.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to handle objects or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and stand.
3. Occasionally required to stand or balance, and stoop, kneel, and crouch.
4. Ability to lift and/or move up to twenty five (25) pounds.