Position Description

JOB TITLE: Safety Instructor  DATE REVISED: June 22, 2017
CLASSIFICATION: Part Time  DEPARTMENT: Campus Recreation
REPORTS TO: Assistant Director of Aquatics  PAY RATE $12.00/hr

Essential Responsibilities
Safety Instructors are responsible for the successful instruction of the American Red Cross courses such as First Aid, AED, CPR, Lifeguarding, CPR for the Professional Rescuer, Water Safety, and other related safety courses.

Specific Responsibilities
- Teach a minimum of 2 courses per semester
- Punctually meet all scheduled class times, fully prepared to teach
- Effectively manage all incidents involving class participants
- Adhere to and enforce all the policies and procedures
- Be prepared and knowledgeable to answer participants’ questions or knowing where to find the answers
- Be available as needed to discuss the participant’s course evaluation with the parents/guardians and/or participants
- Attend all staff and evaluation meetings as requested
- Perform other job related tasks as assigned

Safety & Risk Management Responsibilities
Provide for the health and safety of participants by always ensuring that:
- All equipment is clean and in good working order
- Follow through with equipment disinfection and storage within 24 hours after class ends All participants have the physical ability to perform the skills and know to consult you for concerns about their physical ability to do so
- Foreseeing hazards and taking steps to control them before participants arrive or practice skills
- Creating a nonthreatening environment conducive to achieving the learning objectives

Minimum Requirements:
- Previous teaching experience (preferred)
- Instructor Certification as an American Red Cross First Aid, CPR, AED Instructor and/ or Lifeguard Instructor.
- Ability to complete all paperwork, lesson plans etc. necessary for successful course completion
- Ability to appropriately manage class participants and parents/guardians
- Knowledge to respond swiftly and effectively in emergency situations
**Competencies**

*The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.*

**Technical Competencies**
- Basic computer competency
- Use of SubitUp

**Professional Competencies**
- Ability to handle customer service issues.
- Ability to work with all age groups.
- Ability to perform all American Red Cross skills as trained.

**Human Relations**

Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

**Work Environment and Physical Demands**

*The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.*

**Work Environment**
- Several hours on feet/walking around
- Moderate to loud noise

**Physical Demands**
- Assisting in event setups requiring lifting exceeding 30lbs

**Employee Acknowledgement**

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

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