



Montcalm Community College

Title: Water Safety Instructor	Department: Recreation Department
Employee Group: Contracted Support Staff	Immediate Supervisor: Auxiliary Services Manager

General Description: Under close supervision of MCC Recreation Department, plans, organizes, and provides quality swimming and water safety instruction at Montcalm Community College.

Duties:

1. Plans and organizes personal class teaching outlines, methods, and goals that support the general teaching outlines provided by the Aquatics Manager and the American Red Cross Swimming Program.
2. Organizes and directs activities of assigned students to provide a high level of quality instruction for all students.
3. Ensures that all class students are registered, with a registration card prior to beginning class, are thoroughly involved, are on a first-name personalized basis in meaningful instruction for the class duration and, are in receipt of appropriate certificates and awards as the session concludes.
4. Establishes positive public relations with parents/guardians of class students helping them recognize and understand swimming developments and achievements.
5. Resolves simple public complaints in matters related to swimming instruction and refers other complaints to the Aquatics Manager.
6. Enforces pool safety standards and facility operational rules for all individuals using the facilities.
7. Helps organize and assists in the development of special programs, activities, or instruction.
8. Completes and submits records and documentation of completed lessons to the Aquatics Manager and the American Red Cross office.
9. Works with the Aquatics Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
10. Maintains an on-going program of personal physical fitness.
11. Performs related duties as required.

Qualifications:

1. Must possess Red Cross Water Safety Instructor Certification and Red Cross CPR/First Aid.
2. Ability to work well with the public.
3. Ability to inspire confidence and are calm in the face of a crisis.
4. Outstanding observational and problem-solving skills.
5. Ability to react quickly and efficiently in a life-threatening situation.
6. Ability to communicate effectively, enforcing pool rules in a considerate but firm manner.

REMUNERATION:	\$11.05 per hour
APPLICATION DEADLINE:	Until Filled
START DATE:	August 2023

METHOD OF APPLICATION:

Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.