

## Campus Recreation

### Aquatics

#### Safety Instructor Job Description



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#### Position Overview:

- By following the American Red Cross curriculum, Safety Instructors will teach safety course material for those seeking certification for CPR, AED, First Aid and/or Lifeguarding.

#### Position Duties and Responsibilities:

- Must arrive on time and prepared for scheduled courses which includes having appropriate teaching materials, participant handouts and equipment.
- Responsible for the instruction, leadership, supervision, control, and safety of all class participants
- Responsible for the appearance, presentation, and working order of all materials and equipment used for scheduled safety courses.
- Guarantee that all exams remain secure before and after the scheduled safety courses
- Ensure all evaluation forms are distributed to participants during the examination period of class
- Return all completed exams and evaluation forms to the Assistant Director, Safety & Aquatics
- Provide feedback and appropriate correction where applicable
- Assist with in-service trainings for all Campus Recreation programs when appropriate
- Ensure all safety materials are returned in good working order and report any issues via email to the Assistant Director, Aquatics & Safety
- Complete duties as assigned by the Assistant Director, Aquatics & Safety

#### Qualifications:

- Must hold current American Red Cross Lifeguarding Instructor certification **OR** American Red Cross CPR/AED with First Aid for Professional Rescuers Instructor certification.
- Must have a positive attitude
- Good written and oral communication skills
- Knowledge of Campus Recreation general policies and procedures

**Supervisor:** Assistant Director, Aquatics & Safety

**Contact Person:** TiErra Johnson, Coordinator- Student Personnel

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