

TOWN OF WELFLEET JOB OPENINGS

SEASONAL SWIMMING INSTRUCTORS

REPORTS TO: Summer Swim Director

JOB DESCRIPTION

Position: Swimming Instructor

Objective: Responsible to lead swim classes, prepare lesson plans and instruct and evaluate students.

Dates of Employment: July 2 – August 17, 2018 (7 weeks). Monday-Friday, Usual Hours 7:30-12:30, sometimes required to arrive earlier and or stay later with notice. Employee must be available for any pre-program meetings during the week of June 25 and is **REQUIRED** to work at the Wellfleet Road Race on Sunday July 8, from 7:30 a.m. through 12 p.m.

Experience, Qualifications, Skills required:

- Positive, outgoing and enthusiastic behavior
- Availability to work all 6 weeks of the program preferred
- First Aid/CPR (*must be an active certification*)

Strongly Recommended but Wellfleet Recreation will certify the right applicants:

- Red Cross Lifeguard certification (*must be an active certification*)
- Red Cross Swim Instructor certification (*must be an active certification*)

Key responsibilities include:

- Overall safety of program participants
- Leading the instruction and evaluation of swim classes
- Ensuring compliance with Red Cross
- Skill development of Assistant Instructors and Volunteers
- Contributing to performance evaluations of junior staff
- Actively interacting with parents and students
- Ensuring all administrative requirements are completed in a timely manner, including lesson plan and report card preparation
- Ensuring life-saving and teaching equipment is up to standard and maintained
- Participating in staff meetings and in-service training sessions
- Ensure cleanliness of swim class locations
- Representing the Wellfleet Recreation Swim Program in a positive and professional manner

Salary Range: \$12.50-\$16.00 per hour/commensurate with experience and certification level.

RECREATION DEPARTMENT

Summer 2018 Employment Application – SWIMMING INSTRUCTOR

Please complete and submit the information listed below if you are seeking employment with the Wellfleet Recreation Department for the 2018 summer season, including those of you who have previously worked for the Department:

- 1. Town of Wellfleet Job Application (see official form on Town website, www.wellfleet-ma.gov)**
- 2. CPR and First Aide Certification (updated cards from the American Red Cross or comparable)**
- 3. WSI and or Lifeguard certification from the American Red Cross (preferred)**
- 5. Updated immunization records. (obtain from school or family physician)**
- 6. Valid working papers for all applicants 18 and under**
- 7. Birth Certificate (all applicants must be at least 16 years of age)**

All applicants, including those who worked for the department before, will be required to meet with Recreation Director Becky Rosenberg for an interview before being hired.

Please return all paper work to the Recreation Department as soon as possible to the following address:

Becky Rosenberg, Director
Wellfleet Recreation Department
300 Main Street
Wellfleet, MA 02667

If you have any questions please don't hesitate to call Becky at (508) 349-0314 ext. 116, or email her at: Becky.Rosenberg@Wellfleet-Ma.Gov