

Jurisdictional Class: Non-Competitive  
Adopted: July 12, 1990  
Revised: April 9, 2010

**WATER SAFETY SWIMMING INSTRUCTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work involving the organization, supervision, and teaching of swimming activities to all levels of progression. The incumbent may perform the duties of a Lifeguard, as needed, when not concurrently performing instructional duties and only if currently qualified as a lifeguard. The incumbent is responsible for enforcing all beach/pool rules, regulations, and safety protocols. The work is performed under the direction of the Recreation Specialist, Recreation Supervisor, or other supervisory personnel with considerable leeway allowed for the exercise of independent judgment in performing the duties of the position. The incumbent may be responsible for supervision of subordinate employees such as Lifeguards, Recreation Assistants, etc. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Teaches swimming to all non-swimmers, beginners, and all levels of progression;  
Assesses everyone's swimming ability and assigns participation in aquatic activities relative to their level;  
Teaches classes in water safety, lifesaving, boating, and canoeing;  
Coordinates swimming activities with general recreation programs;  
Enforces compliance with beach/pool rules, regulations, and safety protocols;  
Keeps records and prepares reports of swimming activities;  
Oversees use of lockers, shower rooms, collection of money, and related tasks;  
If qualified as a lifeguard, may act as a lifeguard during recreational swim periods or during periods when not concurrently performing instructional duties.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the principles of physical education with special reference to the teaching of swimming and lifesaving;  
Good knowledge of and ability to enforce beach/pool rules, regulations, and safety protocols;  
Knowledge of the organization of recreational aquatic programs;  
A high degree of skill in swimming and lifesaving;  
Ability to plan, organize, and supervise swimming lessons and aquatic activities;  
Ability to handle emergency and first aid situations;  
Ability to deal with the public tactfully and exercise authority in a public setting;  
Ability to keep records and to make simple reports;  
Mental alertness and good observation skills;  
Sound judgment.

## Water Safety Swimming Instructor

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENTS:** Possession of a current Water Safety Instructor Certification as noted on the Progressive Swimming Instructor for NYS Children's Camps Fact Sheet in accordance with NYS Sanitary Code.

If lifeguarding duties are required, must also possess the following:

1. Must meet age requirement as stated on the Aquatic Certifications for NYS Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code; and
2. Must possess a current CPR certificate as noted on the Cardiopulmonary Resuscitation Certification for NYS Children's Camps and NYS Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code. All cardiopulmonary resuscitation certificates must be renewed within one (1) year of completion of the course, regardless of the expiration date noted on the card; and
3. Must possess a current appropriate-level Lifeguarding Certification as noted on the Aquatic Certifications for NYS Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code. Lifeguard certifications shall be valid for the time period specified by the certifying agency, but may not exceed a consecutive three (3) year period from course completion.
4. If First Aid is not included in current Lifeguarding Certification, must possess a current First Aid Certificate as noted on the First Aide Certification for NYS Children's Camp Staff Fact Sheet in accordance with NYS Sanitary Code. First Aide Certifications are valid for a maximum of three (3) years.

The above Special Requirements are regulated by the New York State Sanitary Code (SSC) and can be found at the following links:

Water Safety Instructor Fact Sheet is Progressive Swimming Instructor:

<http://www.health.state.ny.us/environmental/outdoors/camps/psi.htm>

Lifeguard Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/aquacert.htm>

CPR Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/cpr.htm>

First Aid Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/docs/firstaid.pdf>