



## **WELLFLEET RECREATION DEPARTMENT**

**Position:** Swimming Instructor

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

**Dates of Employment:** July 1- August 16, 2024. The hours are Monday-Friday, 7:30-12:00, and sometimes you will be required to arrive earlier or stay later with notice. There's the opportunity to work more hours as part of our afternoon recreation staff. Employees also must be available for any pre-program meetings the week before the program starts, **MUST** work at the Wellfleet Race on Sunday July 7, 2024, 7:30-11:30 a.m.

**Experience, Qualifications, Skills required:**

- Positive, outgoing, and enthusiastic behavior
- Availability to work all 7 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 Water Safety Instructor certification (WSI) (*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 lifesaving 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:** \$18.00-\$24.00 per hour/commensurate with experience and certification level. With a stipend for instructors that are able to stay the entire 7 weeks of the program and receive a positive evaluation from the Gull Pond Swim Director.

Please complete and submit the information listed below if you are seeking employment with the Wellfleet Recreation Department for the 2024 Summer Season, including those of you who have previously worked for the Department:

1. **Town of Wellfleet Job Application ([APPLY HERE](#) )**
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)**
8. **A desire to help children learn to swim. Wellfleet Recreation will train the right candidates in Red Cross Swim lesson progression.**

**All applicants, including those who worked for the department before, will be required to meet with Recreation Director Becky Rosenberg for an interview either in person or virtually before being hired**

Please return all paperwork 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](mailto:Becky.Rosenberg@Wellfleet-Ma.Gov)