



## Certification Instructor

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**Rate of Pay:** \$13.00

**Scheduled Hours:** 6-26 (depends on course being taught)

### **Job Description:**

Responsible for planning, coordinating and teaching certification classes in accordance with American Red Cross standards.

### **Job Responsibilities:**

- Thorough knowledge and application of basic level certifications
- Thorough knowledge and application of American Red Cross class being taught.
- An understanding of facility characteristics, rules, policies and procedures.
- Be familiar with American Red Cross certification courses and know how to use course materials effectively.
- Responsible for the proper instruction of all American Red Cross certification courses.
- Designs and implements appropriate classes for the course being taught.
- Prepared and organized.
- Maintain a safe and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Communicate regularly with participants as appropriate, to ensure they are aware of progress.
- Complete records and reports.
- Adheres to posted class schedule.
- Punctual when reporting for duty.
- Enforce and adhere to all policies and procedures.
- Attend all staff meetings and in-service trainings.
- Act in a professional manner at all times.
- Provide quality customer service.
- Complete additional duties as assigned by Assistant Director of Aquatics

### **Minimum Qualifications:**

- Must be at least 17 years old and an FGCU enrolled student or a graduated alumni.
- Ability to self motivate with little or no supervision
- Effective verbal and written communication skills

### **Certification Requirement**

- Current American Red Cross Instructor Certification
- Current CPR/AED for the Professional Rescuer Certifications

### **Reports to:**

Campus Recreation Management (in order)

1. Assistant Director of Aquatics
2. Associate Director of Facility Operations