

Mason Recreation
Safety Course Instructor
2024-2025

Position Description:

The Safety Instructor position plays a significant role at Mason Recreation, George Mason University Campus, and the community at large. Under the supervision of the Coordinator of Facility Operations (AFC & Skyline), the Safety Instructor will teach American Red Cross CPR, AED, First Aid, and Lifeguarding courses in a safe and pleasant environment for the participants.

Specific Responsibilities:

- Teach courses according to the American Red Cross Health and Safety Services program & following the guidelines of Mason Recreation, University Life, and George Mason University.
- Ensure the safety and inclusivity of all class participants through consistent and equitable enforcement of Mason Recreation, and the Aquatic & Fitness Center (AFC), policies and procedures.
- Arrive on time and prepared to instruct.
- Set up and clean up for your class.
- Maintain updated knowledge through a personal commitment to learning new information and instructional techniques.
- Complete appropriate course and instructor paperwork promptly.
- Be a positive representative of Mason Recreation and University Life.
- Attend all Safety Course Instructor meetings.
- Wear appropriate uniform.
- Communicate consistently & constructively with the Coordinator of Facility Operations, AFC & Skyline, and the Memberships PA, where applicable.

Position Requirements:

- Certified in one of the following American Red Cross instructor certifications:
 - First Aid/CPR/AED Instructor
 - Lifeguard Instructor
 - Water Safety Instructor
- Able to work an average of 3 classes/month
- Excellent communication skills
- Customer Service skills
- Willingness to learn & grow
- Enjoy, and appreciate, the field of health, fitness, and/or wellness

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Dress Code:

- Mason Recreation issued polo
- Neutral-colored chino-style pants or khakis
 - NO jeans, sweatpants, or athletic-type bottoms
- Closed-toed shoes

Position Goals/Objectives:

- **Leadership Skills:** Ability to provide insight and help their peers and follow coworkers. Use interpersonal skills to coach and develop others. The individual can assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
- **Critical Thinking/Problem Solving:** Ability to make decisions based on knowledge/experience and provide reasoning behind their decisions.
- **Oral/Written Communication** - Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills, can express ideas to others, and can write/edit memos, letters, and complex technical reports clearly and effectively.
- **Teamwork/Collaboration:** The individual can work within a team structure and can negotiate and manage conflict.
- **Professionalism/Work Ethic** - Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, following directions, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and can learn from his/her mistakes.
- **Global/Intercultural Fluency** - Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Salary: \$18.25/hour