



# Job Description

## Swim Instructor

*Salmo & District Recreation Department*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Lifeguard

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

The Swim Instructor is responsible for ensuring the safety of participants while providing instruction for preschool, children and adult programs provided by the Salmo & District Recreation Department (SDRD). The individual will be required to work outside of traditional business hours to ensure the fulfillment of customer requirements.

### ROLE AND RESPONSIBILITIES:

As a member of the Aquatic team, responsibilities include, but are not limited to:

1. Directly supervise assigned groups of participants
2. Organize equipment and materials before and after each lesson
3. Complete administrative tasks for each lesson
4. Create a friendly and positive learning environment
5. Provide a safe environment with an emphasis on the prevention of accidents
6. Provide facility information for participants including pool guidelines
7. Demonstrate skills and include a variety of teaching methods of activities
8. Provide specific feedback in a positive and constructive way
9. Communicate standard expectations for skills and safety education
10. Evaluate participant's performance according to Red Cross and/or Lifesaving Society standards
11. Follow lifeguard direction regarding safety and in the event of an emergency
12. Follow all SDRD policies and procedures
13. Provide excellent customer service to all internal and external customers
14. Provide guidance to volunteers and practice instructors
15. Maintain and develop the SDRD image and reputation, via suitable PR activities and dress code

16. Perform other related duties and responsibilities as required

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Current Red Cross Water Safety Instructor Certification
- Current Standard First Aid or Aquatic Emergency Care current within two years
- Current CPR C recertified annually
- Other appropriate aquatic awards, including NL would be considered an asset

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Fifteen years of age (minimum)
- Strong communication and leadership skills
- Ability to function effectively as part of a team
- Independent decision making, problem solving and analytical skills
- Exceptional customer service skills
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date