



**REGIONAL DISTRICT OF CENTRAL KOOTENAY
Nelson & District Community Complex**

JOB DESCRIPTION

TITLE: AQUATIC INSTRUCTOR

LOCATION: Nelson & District Community Complex (CDCC)

TITLE OF IMMEDIATE SUPERVISOR: Head Instructor

DEPARTMENT: Community Services – Recreation

SUMMARY OF POSITION:

The Aquatic Instructor is responsible for ensuring the safety of participants while providing instruction for preschool, children and adult programs. The individual will be required to work outside of traditional business hours to ensure the fulfillment of customer requirements.

TASK DESCRIPTION

Without restricting the general nature and scope of work, the following are illustrative examples of work that may be expected of this position.

- Directly supervise assigned groups of participants
- Organize equipment and materials before and after each lesson
- Complete administrative tasks for each lesson
- Create a friendly and positive learning environment
- Provide a safe environment with an emphasis on the prevention of accidents
- Provide facility information for participants including pool guidelines
- Demonstrate skills and include a variety of teaching methods of activities
- Provide specific feedback in a positive and constructive way
- Communicate standard expectations for skills and safety education
- Evaluate participant's performance according to Red Cross and/or Lifesaving Society standards
- Follow lifeguard direction regarding safety and in the event of an emergency
- Follow all NDCC policies and procedures
- Provide excellent customer service to all internal and external customers
- Provide guidance to volunteers and practice instructors
- Maintain and develop the NDCC image and reputation, via suitable PR activities and dress code.
- Perform other related duties and responsibilities as required

REQUIRED LICENSES, CERTIFICATES and REGISTRATIONS:

- Current Red Cross Water Safety Instructor Certification
- Current CPR C recertified annually

PREFERRED QUALIFICATIONS, TRAINING AND EXPERIENCE:

The ideal candidate will possess the following knowledge, skills and abilities which have been gained through a combination of education and practical experience:

- Sixteen 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

ACKNOWLEDGEMENT

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