



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Swim Instructor

## Castlegar & District Community Complex

### *Job Description*

**TITLE OF IMMEDIATE SUPERVISOR:** Lifeguard Supervisor 2

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

**DEPARTMENT:** COMMUNITY SERVICES - Recreation

#### **SUMMARY OF POSITION:**

Under the general supervisor of the Aquatic Programmer and/or designate, the Aquatics Instructor is responsible for ensuring the safety of participants while providing instruction for preschool, children and adult programs.

#### **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 CDRD policies and procedures
- Provide excellent customer service to all internal and external customers
- Provide guidance to volunteers and practice instructors
- Perform other related duties and responsibilities as required

#### **REQUIRED QUALIFICATIONS**

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

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- 16 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



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#### **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