

## RLWYC JOB DESCRIPTION - 2020

Job Title: Head Aquatics Instructor (Full Time)  
Responsible To: Rear Commodore - Swimming  
Accountable To: Executive Director  
Posting Date: December 2019  
Closing Date: January 15, 2020

### POSITION SUMMARY

To lead the Aquatics program at the RLWYC and to provide quality Canadian Life Saving Society 'Swim for Life' aquatic instruction to members.

### PROGRAM MANAGEMENT

- Encourage members to join the Aquatics Program.
- Lead the scheduling of Aquatics Instructors to classes.
- Manage additional Aquatics Instructors/ Assistant Instructors.
- Provide program information to members.
- Ensure that the policies and procedures and RLWYC staff guidelines are understood and followed.

### AQUATIC-RELATED INSTRUCTION

- Preparation of lesson plans for swim classes instructed and assist in preparation of plans for classes instructed by aquatics instructors
- Safe and effective instruction of swim classes as assigned.
- Screening of registrants and assigning of appropriate class in addition to moving participants to more appropriate level, if necessary
- Keep records of participant's progress and attendance through-out the series of lessons.
- Provide feedback to members on participant's progress when requested.
- Timely recording of individual progress cards and worksheets on completion of each instructional session.
- Ability to teach and lead various recreational activities out of the water in inclement weather.
- Organize open water instructional clinics, as needed.

### SAFETY

- Performance of water rescue and first aid when necessary.
- Complete accident and incident reports when necessary.

## FACILITY MANAGEMENT

- Keep swim area neat, clean and safe. (Pick up towels, toys and garbage).
- Ensure rescue equipment is in good working order at the beginning of each shift.
- Maintain and show respect for Club equipment.

## ENHANCE CLUB CULTURE

- Report any required maintenance of the swimming area to the Executive Director (raised nail heads, loose dock boards, etc.)
- Serve as a positive role model for youth.
- Support and encourage youth participation in the Minnows 3 Island Swim.
- Support and encourage adult participation in Open Water Swimming.

## OTHER DUTIES AS ASSIGNED

## JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED

- Lifesaving Society Swim instructors and LSS Lifesaving Instructors required
- Bronze Cross or NLS
- Bronze level Examiner
- Current Standard First Aid/CPR C certification
- Open water experience considered to be an asset.
- Good communication skills
- Good interpersonal skills
- Minimum 17 years of age
- Qualifications must remain current (within two years)
- Good performance record

Ideally the candidate will be a Red Cross Emergency Care Instructor and CPR instructor.

Applications, along with cover letter, should be sent to [jobsapply@rlwyc.ca](mailto:jobsapply@rlwyc.ca). We thank all applicants for their interest in this position.