

## RLWYC JOB DESCRIPTION- 2020

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

### POSITION SUMMARY

To provide quality Canadian Life Saving Society 'Swim for Life' aquatic instruction to members in a safe and effective manner.

### AQUATICS-RELATED INSTRUCTION

- Preparation of lesson plans for swim classes instructed.
- Safe and effective instruction of swim classes as assigned.
- Screening of participants in classes and move to more appropriate level if necessary.
- Keep records of participant's progress and attendance throughout series of lessons.
- Provide feedback to members on participant's progress when requested.
- Timely submission 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.
- Organise 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 & garbage).
- Ensure rescue equipment is in good working order at the beginning of each shift.
- Maintain & show respect for Club equipment.
- Report any required maintenance of the swimming area to the Executive Director (raised nail heads, loose dock boards, etc.)

## PROGRAM MANAGEMENT

- Provide program information to members.
- Ensure that the policies and procedures and RLWYC staff guidelines are understood and followed.

## ENHANCE CLUB CULTURE

- Serve as a positive role model for youth.
- Support and encourage participation in the Minnows 3 Island Swim.

## OTHER DUTIES AS ASSIGNED

## JOB SPECIFICATIONS/QUALIFICATIONS REQUIRED

- Lifesaving Society Swim Instructors certificate required
- Bronze Cross or NLS
- Current Standard First Aid/CPR C certification
- Open water experience considered to be an asset.
- Good communication skills
- Good interpersonal skills
- Minimum 16 years of age
- Qualifications must remain current (within two years)
- Good performance record

*Candidates must understand that the role is PART-TIME and that hours can not be guaranteed. The Head of Aquatics/ Swimming will advise of hours with as much notice as possible.*

*Please note that duties will be added, deleted and assigned as required. Given the nature of the RLWYC, some jobs may not be specific to Swimming Instructing, but will be general assistant.*

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.