



# TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

## JOB DESCRIPTION

**JOB TITLE:** Swimming Instructor

**REPORTS DIRECTLY TO:** Operations Manager      **DEPARTMENT:** Recreation

**DATE REVIEWED:** March 2024

### **PURPOSE OF THE POSITION:**

It is the responsibility of the Swimming Instructor to instruct and evaluate students registered in the swim program by following the guidelines set out by the Canadian Red Cross.

### **DUTIES AND KEY RESPONSIBILITIES:**

- Responsible for instructing all swim lesson participants following the guidelines set out by the Canadian Red Cross.
- Evaluates students registered in the swim program for the purpose of progression.
- Work hours as scheduled which includes beginning and ending class on time.
- Schedules lessons, completes instructors work sheets, prepares lesson plans and progression report cards.
- Answers students and/or parent's questions as needed.
- Accepts swimming lesson fees and provide receipts.
- Provides for the health and safety of participants, including ensuring that all teaching and swim areas are free of hazards and that materials and equipment are safe.
- Administers first aid as necessary and completes incident report forms as soon as possible after the occurrence.
- Responsible for cancelling swimming lessons in the event of unsafe conditions.
- Notifies parents of any schedule changes.
- Supervises the Swim Assistant.

- Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act. Protects own health and the health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all training sessions regarding occupational health and safety.
- Reports any issue or problems to the Operations Manager or Deputy Clerk.
- Completes general maintenance of beach locations.
- Performs any other duties as requested by the Operations Manager.

### **SKILL AND EFFORT:**

#### KNOWLEDGE

The job requires:

- Red Cross Water Safety Instructor's Certificate.
- Level C CPR training.

#### PHYSICAL SKILL AND EFFORT

- Good physical condition.

### **DECISION MAKING AND JUDGEMENT:**

Work is performed under the direct supervision of the Operations Manager and in accordance with established policies and procedures.

Judgement is exercised in:

- Ensuring the safety of students participating in swim program.
- Cancelling lessons if conditions are unsafe.

### **INTERPERSONAL SKILLS/CONTACTS:**

Good interpersonal skills to interact effectively with the parents, students and other staff members.

Internal

- With Deputy-Clerk and Operations Manager.

External

- With students and parents.

**WORKING CONDITIONS:**

- Will include outside work at municipal beaches.
- Job is performed under some temperature extremes.

**CONTROL OVER WORK SCHEDULE:**

- Will be required to work 35 hours per week, Monday to Friday.

**OTHER REQUIREMENTS:**

- Students 18 and over are required to submit a vulnerable sector criminal record check at own cost.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the working requirements that may be inherent in this classification.**

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Supervisor Signature

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Employee Signature

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Date

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Date