



## HMCC RECREATION DEPARTMENT

**Position Title:** Swim Instructor

**Reports To:** Aquatics Manager

**Tentative start date:** June 24, 2024, 35+hr/week

**Classification:** Seasonal Summer Student

**Position Summary:** Under supervision of the Aquatics Management Team, as a Swim Instructor at the HMCC Pool, you bring the energy that helps create a welcoming, safe, and enjoyable space! You are responsible for teaching swimming skills/lessons to all participants in a positive and educational manner, while communicating clearly and effectively.

### **Basic Qualifications:**

- Must have current Red Cross Water Safety Instructor certification and/or Lifesaving Society Swim for Life Instructor.
- Lifesaving Society Instructor certification for Bronze awards.
- Experience and ability to work with children in a recreation setting.
- Demonstrated leadership abilities.
- Current Standard First Aid and CPR certification.
- High Five Training and WHMIS or willingness to obtain.

### **JOB DUTIES AND RESPONSIBILITIES**

- Attend preseason training sessions, in-service training and meetings throughout the summer.
- Instruct swim classes and/ lifesaving programs according to the standards of the Lifesaving Society.
- Prepare daily lesson plans and adapt programming to meet the needs of participants.
- Assist with the maintenance of the pool, deck and change/basket house including facility and equipment checks, pool testing and cleaning.
- Understands pool policies and procedures and schedules and shares relevant information through public education and public relations.
- Assist the Aquatic Manager during all assigned special events.
- Work cooperatively with fellow staff members to ensure that the pool facility and program operate in an efficient manner.
- Work flexible hours (Split shifts, weekends and evenings).
- Maintain accurate attendance records for all swims and programs.
- Report all accidents/incidents to the supervisor and complete the appropriate forms.
- Maintain all qualifications at a current standard.
- Other duties as assigned.



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### VALUE DIVERSITY

Shows and fosters respect for each person whatever the person's background, race, age, gender, religion, level of ability, values, lifestyle, perspective, or interest. Interacts sensitively with individuals and groups in a way that advances the work of the organization.

### REQUIREMENTS

#### Knowledge:

- Knowledge of policies and procedures and risk management
- Knowledge of healthy child development
- Knowledge of the latest updates and changes to Red Cross Swimming and Lifesaving instructional programs, as well as the NS Operational Guidelines for Aquatic Facilities.

#### Ability:

- To effectively manage first aid and rescue situations.
- To effectively manage all aspects of swim lessons including record keeping and efficient use of class time.
- To perform at a good level of physical fitness.
- To effectively follow policies and procedures.
- To provide quality customer service.
- To adapt programs to meet the needs of participants.
- To work in and foster a team atmosphere effectively and positively.
- To effectively communicate orally and in writing.

#### Personal Suitability:

- Resourceful • Motivated • Good Judgment • Safety Conscious
- Takes Initiative • Creative • Responsible • Confident • Friendly

**EQUAL OPPORTUNITY:** All qualified persons will be considered for employment without regard to race, colour, religion, sex, national origin, age, sexual orientation, political affiliation, disability, or any other merit factor.

**HOW TO APPLY:** To apply for this position, please send a cover letter and resume, with the job title clearly indicated, to: [hmccrecreation@gmail.com](mailto:hmccrecreation@gmail.com)

**Application deadline:**