

The Town of Parry Sound - Position Description

February 7, 2019

Position Title:

Aquatics Program Swim Instructor - Seasonal Student

Reporting Relationship:

Reports to, and works under the direction and supervision of the Aquatics Coordinator/Beach Supervisor.

Purpose of the Position:

To administer an aquatics program, and provide a safe waterfront facility for all patrons of the park in a manner that:

- a) Accidents are prevented;
- b) All emergency situations are handled properly;
- c) All aquatics program participants are instructed, supervised and evaluated in a proper, safe and enjoyable manner, in accordance with the guidelines from the appropriate swimming organizations and Waubuno Beach Guidelines; and,
- d) Provides patrons with the necessary services and rapport to make their participation in the program safe, and one that they will want to return to.

Scope of the Position:

Works within labour, employment, health and safety, accessibility and other relevant legislation; within Town's policies and procedures; and according to practices and procedures established appropriate swimming organizations.

Responsibilities:

1. Handle all emergencies that occur in the beach and park area, following set policies and procedures.
2. Promote a safe waterfront environment and assist in drowning prevention.
3. Educate participants in the safe use of swimming area.
4. Maintain personal skills required by lifeguards and instructors (i.e. Public relations, communication skills, physical skills).
5. Enforce all beach rules and policies in a tactful manner.
6. Assist with the daily maintenance and operations of the park as required.
7. Assist in organizing, planning, implementing, and participating in any special event at the park, or any sponsored by the Town of Parry Sound.
8. Assist in record keeping and documentation of daily facility checklists, accidents and incidents, program registration, etc.
9. Know how to operate all recreational and safety equipment at the park and assist with the maintenance of it.
10. Perform rescues in accordance with the specific emergency procedures of Waubuno Beach.
11. Wear designated uniform at all times.
12. Remain on duty as assigned until relieved, and remain within call or in office on breaks.
13. Lead a safe swim program by implementing and instructing all classes assigned to you by the Aquatics Coordinator.
14. Evaluate all participants in the aquatics programs.
15. Modify class plans to accommodate different age levels of participants.
16. Prepare lesson plans for all classes and submit them, along with report cards to the Aquatics Coordinator/Beach Supervisor as required.
17. Be responsible for all records and reports on progress of participants as required
18. Start and finish all lessons according to assigned time frames
19. Be familiar with opening and closing procedures of facility, and assist when needed.

Working Relationship and Contacts:

1. With the Aquatics Coordinator

Receives direction, guidance and encouragement; discusses plans and priorities.

2. With Other Staff

Works in a team environment to deliver aquatic programming at Waubuno Beach.

3. With External Contacts

Delivers aquatic programming to the public, handles customer inquiries via face-to-face interaction and telephone.

Education, Knowledge and Skill:

1. National Lifeguard Waterfront (preferred)
2. Standard First Aid
3. CPR Level C
4. Red Cross Water Safety Instructor (WSI)
5. High level organization and record keeping skills.
6. High level teamwork and cooperation skills.
7. Good communication and public relation skills.

Experience:

Must be 16 years of age or older. Previous lifeguarding or swim instructing experience is an asset.

Impact of Error:

Procedural errors could result in adverse effect on health and safety of public and/or colleagues. Informational errors could result in unfavourable public and staff relations, and risk to health and safety of public and staff.

Physical Demands:

Frequent standing, sitting, and walking for intermediate periods of time, in an outdoor work environment that is subject to varying weather conditions. Must be able to swim intermediate to lengthy distances without stopping. Occasionally may be required to lift, push/pull, hold/carry weights in excess of 50 lbs., with movement done from ground to waist, waist to shoulder, and above the shoulders.

Sensory Demands:

Intermittent periods of concentrated observation required; occasional concentrated listening of brief to intermediate duration required.

Working Conditions:

Outdoor work environment subject to varying weather conditions; work is in full view of the public with frequent public contact.

Control:

Generally supervised by the Aquatics Coordinator.