



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Aquatics Instructor

(Job ID#2018.20SS)

Department: Recreation & Culture

Division: Recreation Services

Location: Georgina Leisure Pool

Status/Hours of Work: Sessional- Days, evenings, and weekends

Salary: \$15.90/hour

Date Posted: February 6, 2018

Date Closing: Ongoing

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for instructing classes as assigned to standard, as well as constant and final evaluation of classes, safety supervision and appropriate paper work and/or administration. ***For full details, please see job description attached.***

Minimum Qualifications:

Must be 15 years of age; Current holder of Bronze Cross or NLS; Current holder of Standard First Aid with CPR "C"; Current holder of Red Cross Water Safety Instructor; Current Lifesaving Society Instructor certification.

How to apply:

Please forward your cover letter and resume in confidence, identifying the job title and **ID#2018.20SS** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

Georgina Leisure Pool

Job Description

Position: Aquatics Instructor (Part Time Sessional Position)
Department: Recreation & Culture
Division: Recreation

Primary Function:

Responsible for instructing classes as assigned to standard, as well as constant and final evaluation of classes, safety supervision and appropriate paper work/ administration.

Supervision Received:

Aquatic Supervisor, Aquatic Programmer or Head Instructor

Working Procedures:

- Safety supervision is the number one priority.
- To be dressed in staff uniform during all assigned hours.
- Provide instruction to standard, prepare core and daily lesson plans for all assigned instructional programs at the beginning of all sessions and review with Supervisor/ Head Instructor on duty.
- Gives adequate and accurate feedback daily to students.
- To check your class list against the class system, for any new students, transfers, and withdrawals.
- To ensure that all skills for that level have been covered by the 5th lesson and at least 5 times throughout the entire session.
- Ensure worksheets are up to date each week and completed before submitting at end of session with finished report cards, this includes attendance.
- To ensure equipment is ready and available before the start of lessons and put away at the end of lessons.
- To complete a request form for report cards, badges/ stickers, and give to the supervisor on duty.
- Complete a report card for each participant in each class to be distributed at the end of the session.
- Attend and participate in all staff training sessions.
- To check staff bulletin boards and log books to be informed of new information and procedures.
- Be familiar with and practise all of the Town of Georgina's instructional programs and emergency procedures.
- To assist with general pool and area upkeep and cleaning as required.
- Promote positive public relations at all times, enforcing pool rules firmly and tactfully.
- Follow up all concerns or issues with supervisor on duty and full time staff.
- Qualifications are kept current.
- Performs other related duties as assigned that are in accordance with job responsibilities or necessary departmental or corporate objectives.
- Responsible for volunteers and AWSI candidates ensuring they are following and abiding by proper procedures.
- Be aware of and comply with all admission policies, regulations and legislations pertaining to the operations of an aquatic facility.

Skill/ Knowledge Requirements:

- Must be 15 years of age.
- Current holder of Bronze Cross or NLS.
- Current holder of Standard First Aid with CPR "C".
- Current holder of Red Cross Water Safety Instructor.
- Current Lifesaving Society Instructor certification.