

**Position Title: Assistant Water Safety Instructor Student Position**  
**Work Relationship: Reports Directly to Water Safety Instructor**

**Purpose of the Position:**

Under the direction of the Water Safety Instructor or his/her designate, assist in teaching all levels of the Red Cross Program or Life Saving Society of Canada as well as all the safety aspects of swimming to those enrolled in the program.

**MAJOR RESPONSIBILITIES:**

**1. Program/Service**

Duties include but are not limited to:

- Assist water safety instructor in conducting registration for the program and set up program.
- Assist water safety instructor in ensuring all participants are notified of their swim lesson time prior to the commencing of the program.
- Ensuring that a signed receipt is issued for all monies collected, and that money, receipts and completed application forms are given to the water safety instructor.
- Assist in arranging and confirming test dates for the swim program participants.
- Assist in ensuring that there are adequate supplies for the operation of the swim program.
- Attend training session(s) as required.
- Other duties as assigned.

**2. Human Resources**

The student will be in direct contact with the public.

**3. Financial Resources**

Under the direction of the Water Safety Instructor, may be responsible for taking registration money and handing it into the municipal office in a timely matter.

**4. Material Resources**

- Assisting the water safety instructor in ordering the required learning material and badges.
- Responsible for the safe and effective use of equipment and supplies.

## **SKILL AND EFFORT**

### **5. Knowledge**

- Must have required current Instructor certificate.
- Must be articulate.
- Must adhere to all health and safety policies and procedures of the municipality.

### **6. Physical Skill and Effort**

- Some lifting is required.

### **7. Decision Making and Judgement**

Work is performed under the direct supervision of the water safety instructor. Judgement is exercised in:

- Working without supervision once the task has been outlined.
- Notifying supervisor of safety or operational problems or issues as they arise.
- Ensuring that work activity is carried out according to quality standards established by supervisor, and in keeping with legislated requirements and municipal policy.

### **8. Interpersonal Skills/Contacts**

Interpersonal skills to work with participants in the swim program.

#### Internal:

- With other co-workers and supervisor for the purpose of sharing information to complete work assignments.

#### External:

- With the public, providing polite and tactful responses to inquiries.

## **WORKING CONDITIONS:**

### **9. Environment**

- Exposed to inclement weather conditions.

### **10. Control over Work Schedule**

- Normally not required to work overtime.

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