

Position Title: Water Safety Instructor Student Position

Work Relationship: Reports Directly to the Community Development/Document Management Coordinator

WAGES: \$15.00 - \$17.00/hour

Purpose of the Position:

Under the direction of the Community Development/Document Management Coordinator or his/her designate, to teach 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:

- Conducting registration for the program and the set-up of the program.
- Ensure all participants are notified of their swim lesson times 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 delivered to the Killaloe, Hagarty and Richards Municipal Office in a timely manner.
- Arranging and confirming test dates for the swim program participants.
- Ensuring that there are adequate supplies for the operation of the swim program.
- Ensure that all required materials are ordered and given to participants at the end of the program.
- Attend training session(s) as required.
- Performing other related duties as assigned.

2. Human Resources

- The student will be in direct contact with the public.
- Responsible for supervising and directing the work of the water safety assistant instructor.

3. Financial Resources

- Responsible for taking registration money and handing it into the municipal office in a timely matter.

4. Material Resources

- Responsible for 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 Community Development/Document Management Coordinator or his/her designate. 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.
- Work is conducted during hours as established by Council, however, additional hours may be required to ensure appropriate staffing for events and programs.

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 of the work requirements that may be inherent in this classification.