



Summer 2018 Job Opportunity: *WJCC Aquatics Program Director*

About the Windsor Junction Community Centre (WJCC)

At the WJCC we believe that being the centre of the community means bringing families together for fun and recreation. Established in 1947 by the Windsor Junction Athletics Association through the donation of land from local families, the WJCC has grown to include two ballfields, a waterfront on Third Lake with lifeguards, swim lessons, daycamp, a swim team, youth leadership, an expanded clubhouse, and programs for those who live in Lakeview, Windsor Junction and Fall River.

Position Overview: WJCC Aquatics Program Director

The WJCC Aquatics Program Director oversees and manages all aspects of programming and staff with regards to swimming lessons. The WJCC Aquatics Program Director will report directly to the WJCC Camp Manager, or Assistant Manager in their absence. They will also work in cooperation with other WJCC Camp Management Team and staff.

The WJCC Aquatics Program Director will be directly responsible for swim program function and staffing, including day-to-day tasks such as program execution, as well as staff and participant evaluation.

Essential Job Functions

- Organize, enhance and deliver the Red Cross Pre-School and Swim Kids program
- Schedule swimming lesson sessions and contact parents/guardians about scheduled swim times
- Schedule teaching shifts for swim instructors
- Order and organize Red Cross Pre-School and Swim Kids badges, stickers and report cards;
- Ensure WJCC swim staff perform and operate at the expected level (complete staff evaluations)
- Ensure all safety regulations and codes are met
- Present professional appearance and attitude at all times
- Communicate and report to the WJCC Camp Manager and Assistant Manager
- Administer first aid, as required
- Chair staff meetings and training sessions; lead planning sessions in June
- Represent the WJCC in a positive and professional manner (high standard of customer service)

Requirements

- Current Water Safety Instructor (WSI) under Canadian Red Cross, or equivalent
- Minimum 3 years experience as a swimming instructor at the WJCC and/or similar facility
- Standard First Aid and CPR-C
- Oxygen Administration
- AED
- Clear and current Vulnerable Sector, Criminal Record and Child Abuse Registry checks

Additional Assets

- Management and leadership experience
- Current WSIT

NOTE: This job description is not intended to be all-inclusive. Employee may perform other miscellaneous / related duties as required to meet the ongoing needs of the organization.