



Summer 2018 Job Opportunity: Swim Instructor

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 Swim Instructor

A WJCC Swim Instructor is responsible to lead swimming lessons, prepare lesson plans, instruct and evaluate swimmers. This position will report directly to the Aquatics Program Director. They will also work in cooperation with other WJCC Camp Management Team members and staff.

Essential Job Functions

- Lead and instruct swimming lessons
- Ensure overall safety of swimmers
- Ensure compliance with Red Cross Pre-School and Swim Kids programs and standards
- Interact with parents and students in a positive and professional manner
- Provide thorough evaluations of all participants through continuous evaluation and report cards
- Ensure all administrative requirements are completed in a timely manner, including lesson plans and report cards
- Ensure teaching equipment is up to standard and maintained
- Ensure cleanliness of the beach and put away all equipment after swimming lessons
- Administer first aid as required
- Take direction from the Aquatics Program Director and other management staff
- We expect all staff to treat the building and surrounding properties with care and cleanliness
- Participate in staff meetings and training sessions
- Represent the WJCC in a positive and professional manner

Requirements

- Red Cross WSI
- Standard First Aid and CPR-C
- Oxygen Administration
- AED
- Current and clear Vulnerable Sector, Criminal Record and Child Abuse Registry checks

Additional Assets

- Current WSIT
- Current NLS Waterfront
- Current LSI/Examiner

Hours

- Part-time: 20 hours per week, Full-time: 40 hours per week

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