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## **Township of South Frontenac Job Description**

**Title:** Student Swimming Instructor

**Department:** Public Services/Recreation

**Reports to:** Site Coordinator, Swim and Day Camp Coordinator, and  
Manager of Recreation and Facilities

### **Summary:**

The Student Swimming Instructor is responsible for planning and teaching group or individual swim lessons for children enrolled in The Township of South Frontenac Swim Program. Instructors also provide supervision and programming for the day camp.

### **Duties & Responsibilities:**

- Adapts teaching approaches to the age, experience, and ability of participants so participants can meet the course objectives.
- Plans and teaches group or individual swimming lessons/activities.
- Provides supervision, ensuring safety of participants attending the program.
- Communicates regularly with participants and parents to ensure awareness of progress.
- Completes records and reports in a timely manner and returns them to Site Coordinator.
- Provides facility maintenance and beach clean-up.
- Provides and assists with programming for day camp.
- Understands and practices waterfront safety and emergency procedures.
- Complies with The Township of South Frontenac policies, procedures and health and safety requirements.
- Completes additional duties as assigned by supervisor.

### **Supervision:**

Works under the general direction of the Site Coordinator and Swim/Camp Program Coordinator

**Work Environment:**

- This role is based outdoors. In the event of severe rain/thunderstorms, duties will be performed indoors. The incumbent must be adaptable in adjusting to extreme heat and weather conditions.
- Incumbent must be comfortable interacting with members of the public daily.

**Qualifications:**

- Must be at least 16 years of age and returning to school in the fall.
- Must have current certification in the following:
  1. Water Safety Instructor Certification
  2. National Lifeguard Certification
  3. Standard First Aid with CPR-C
- Must be familiar with the Lifesaving Society Swim for Life Program and know how to use the course material effectively.
- Thorough knowledge and application of swimming and water safety skills.
- Thorough knowledge and application of teaching swimming and water safety skills.
- Experience working with children in an activity or program setting.
- An understanding of facility characteristics, rules, policies, and procedures.
- Leadership and public relations skills.
- Communication skills.
- Decision-making skills.

**Other:**

- This is a seasonal non-union position based on a 40-hour work week.
- Compensation is in accordance with the Salary Schedule adopted by Council and amended from time to time.