



## Township of North Kawartha Job Description

<b>Position:</b> Assistant Swim Instructor – Summer Position	<b>Date:</b> June 1, 2024
<b>Reports to:</b> Director Parks and Recreation	<b>Department:</b> Parks and Recreation

Note: This position is a seasonal part-time summer position with a 35 to 40 hour work week. This position requires working Monday to Friday.

**Purpose:**

Reporting to the Director of Parks and Recreation, this position assists the Swim Instructor with the organization, implementation and delivery of the Annual Swim Program Lessons at Chandos Beach, Quarry Bay Beach and Jack Lake Landing. There will be public contact which would include teaching participants, communication with Parents and greeting customers or visitors with professionalism, diplomacy and integrity consistent with the public status and image of the Township.

This position is an integral part of our recreation programming and provides support to the Parks and Recreation Program Coordinator.

**Duties and Responsibilities:**

1. Work daytime shifts Monday to Friday. Work Schedule will be determined by program schedule.
2. Report to work at three different beach front locations in varying summer weather.
3. Perform minor repairs to the swim rafts and buoy lines as needed for public safety. Report deficiencies for repair that require additional tools, materials and staff.
4. Collect and assist customers with the completion of swim program registration forms.
5. Submit registration fees for deposit and track outstanding fees to ensure collection and submission.
6. Assist with the organization and creation of a swim program schedule that meets the needs of our customers.

7. Determine LifeSaving Society class level of swim participants.
8. Teach and/or assist with the teaching of LifeSaving Society Swim levels.
9. Evaluation of participants and marking of report cards.
10. Regular communication with Parents/Participants.
11. Any other duties as assigned.

**Supervision:** Work with Swim Instructor, but may be required to work alone periodically.

**Working Relationships:**

Internal:	Mayor and Council Municipal Staff	Manager and colleagues
External:	General Public	Ratepayers

**Skills and Competencies:**

- Demonstrated ability to work in a fast-paced environment, deal with distractions and interruptions.
- Demonstrated ability to work with children.
- Physical ability to deliver swim lessons outdoors in a beach front setting.
- Demonstrated ability to work outdoors and in the water, in varying summer weather.
- Demonstrated ability to work independently as well as in cooperation with others in a team environment;
- Demonstrated awareness of the importance of accessible, professional customer service in representing the Township; (organizational awareness).
- Demonstrated ability to follow direction from municipal staff.
- Good organizational and communication skills with the ability to deal with the public in a polite, pleasant and positive manner.

**Knowledge, Training and Qualifications:**

- Assistant Swim Instructor certification with the LifeSaving Society.
- NLS certification.
- G2 Driver’s Licence.
- First-Aid / CPR.
- Current Police Vulnerable Sector Check.

**Working Conditions:**

Exposure to outdoor summer weather and lake water. Exposure to sun, rain and varying temperatures of lake water. Some manual labor required in relation to swim supplies/equipment and minor maintenance of swim rafts and buoy lines. Work as part of a team.

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

**Reviewed by:**

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**Employee**

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**Date**

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**Manager**

\_\_\_\_\_  
**Date**

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**Chief Administrative Officer**

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**Date**