

Corporation of the Town of Marathon
Position Description

Position Title: Instructor

Reports to: Administrative Assistant/Human Resources Specialist

Position Description: Teach and evaluate aquatic programs to ensure a safe and enjoyable environment at the pool

Responsibilities:

1. Teach and evaluate basic swim strokes and related skills using proven teaching methods and a variety of stroke development drills and correction techniques
2. Teach and evaluate programs including Parent & Tot, Preschool, Swimmer and Adult Swimmer
3. Prepare lesson plans, maintain evaluation worksheets of swimmers during lessons and submit final reports at end of sessions
4. Assist the Senior Guard and/or perform rescues and/or first aid as required
5. Complete incident and accident reports and forward same to the Senior Guard
6. Promote safety and assist in the prevention of accidents
7. Ensure familiarity with all emergency procedures and health regulations
8. Attend scheduled in-service training sessions as requested
9. Ensure equipment is removed from pool at end of each lesson
10. Work in a safe manner in accordance with the Occupational Health & Safety Act and Regulations
11. Perform any other duties as assigned from time to time

Qualifications:

- Minimum sixteen (16) years of age and one (1) year of secondary level education
- Valid Bronze Cross and Swim Instructor certificates
- Valid standard first aid and CPR/AED certificate(s)
- Good interpersonal and communication skills
- Ability to teach children and adults
- Possess some knowledge of health regulations
- Willing to work evenings and weekends

Employee's Signature: _____

Supervisor's Signature: _____

Manager's Signature: _____

Signed: _____, 20 _____

08/11