



NBMA 2024 – Swimming Instructor

Position: Swimming Instructor

Dates of Employment: July 1 – August 9, 2024

Objective:

- Responsible for swim class preparation, leadership, instruction and evaluation.

Responsibilities:

- Overall safety of program participants
- Instruction and evaluation of swim classes (9:00-11:45 am; 1:00-3:45 pm)
- Ensuring compliance with Lifesaving Society programs
- Performing rescues and administering first aid, as required
- Actively provide feedback regarding student performance including stroke correction and skill development
- Communicating with swimmers, co-workers and parents as needed
- Participate in staff meetings, in-service training sessions and special events/Regatta events as required
- Mentor and develop skills of Assistant Instructors and Volunteers
- Ensure administrative requirements are completed, including lesson plans and report card preparation
- Ensure first aid, lifesaving, teaching and program supplies are maintained and up to standard
- Ensure cleanliness and safety of swim class locations
- Assist with tasks as requested by the Swimming Supervisor
- Other duties as assigned

Qualifications/ Prerequisites:

**Qualifications must be active and cannot expire during the term of employment.*

- Lifesaving Society National Lifeguard certification (NLS)
- Swim Instructor certification
- Lifesaving Instructor certification
- Standard First Aid
- CPR-C certification
- AED certification
- Making Headway (concussion awareness training)*
- experience as a swimming assistant at Norway Bay
- Available to work all 5 weeks
- Proven leadership qualities
- Positive, outgoing and enthusiastic attitude
- Aquafit certification (*not required, but is an asset*)
- Synchronized swimming experience (*not required, but is an asset*)



- Canadian Boating License (*not required, but is an asset*)
- *Competitive swimming experience (not required but is an asset)*

Skills and Abilities:

- Leadership skills
- Evaluation skills
- Organizational skills
- Communication skills
- Time management skills
- Team player
- Motivational skills
- Instructional skills
- Supports safety standards
- Planning skills
- Professionalism

*The [Making Headway](#) certification is a free, online course (60-90 min) available at:

<https://coach.ca/sport-safety/concussion-awareness>

If you have any questions please contact Lisa Hamilton, Aquatics Program Director, at lisahamilton1006@gmail.com or 613-795-9659.