



NBMA 2024– Swimming Supervisor

Position: Swimming Supervisor

Dates of Employment: July 1 – August 9, 2024

Objective:

- Overall management and leadership responsibility for the Norway Bay Swim Program

Responsibilities:

- Overall safety of program participants
- Instruction and evaluation of swim classes (9:00-11:45 am; 1:00-3:45 pm)
- Management of program, class and staff schedules
- Ensuring compliance with Lifesaving Society programs
- Performing rescues and administering first aid, as required
- Leading staff meetings and managing in-service training sessions, as well as help organize staff and participate in special events/Regatta events as required
- Management of Bronze exams, including coordination of examiner and processing of paperwork with LSS
- Mentoring and developing swim staff
- Conducting performance reviews of swim staff
- Ensure instructors complete all administrative requirements
- Actively interact with parents and students
- Prepare bi-weekly payroll for processing
- Maintain first aid, lifesaving, teaching and program supplies
- Ensure cleanliness and safety of swim class locations
- Interface with vendors/suppliers
- Training of back-up Supervisor
- Prepare program summary report for Annual General Meeting (AGM)

Qualifications/ Prerequisites:

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

- 2+ years Swim Instructor experience at Norway Bay
- 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)*
- 18+ years old
- Must be available to work all 6 weeks, as well as participate in pre-season preparatiProven leadership qualities



- Year round lifeguarding/instructional experience (*not required, but is an asset*)
- Positive, outgoing and enthusiastic attitude
- Canadian Boating License (*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 – provides effective leadership to the swim staff and volunteers, supportive, respectful, appropriately manages conflicts or challenges that arise within the team
- Administrative skills – ability to maintain multiple records and tracking tools related to team management for scheduling, hours of employment, qualifications, performance evaluations, ordering supplies, booking evaluators, etc.
- Computer skills – ability to work with various software applications to develop and/or maintain tools required to manage team schedules, payroll, etc.
- Planning skills – ability to plan schedule of classes and staff assignments, plan team meetings and in-service training events
- Motivational skills – effectively motivates staff to maintain a standard of excellence for all levels of swim instruction, creates team building opportunities and events
- Professionalism – mature, responsible, dependable, calm and respectful when challenged, exercise good judgment; able to separate personal relationships with loyalties from the employer/employee relationships in the workplace. Consistent in messaging expectations of all employees and volunteers within the team
- Communication skills – effectively and respectfully communicates with students, staff, volunteers and parents; communicates regularly with Director for team updates, issues management and directions as needed
- Evaluation skills – ability to objectively and fairly evaluate skills and abilities of swim team staff and volunteers

*The [Making Headway](https://coach.ca/sport-safety/concussion-awareness) 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.