

**Town of Carleton Place
Job Description**

DATE: March 2016
TITLE: Instructor
REPORTS TO: Pool Supervisor

POSITION SUMMARY:

Under the direction of the Pool Supervisor, Instructors are responsible for planning, organizing and implementing a high quality program that is engaging and enjoyable for all participants. Responsible for the safety and wellbeing of registered participants at all times.

DUTIES:

1. Plan, organize and deliver high quality safe and stimulating swimming lessons for all levels of participants;
2. Keep current with industry trends and class formats;
3. Maintain complete vigilance while on duty and be ready to respond to any emergency situation;
4. Provide a high level of front line customer service including greeting and engaging participants;
5. Supervise participants and ensure their safety at all times;
6. Complete administrative duties in a timely manner (e.g. Attendance, incident/accident reports, progress reports and report cards);
7. Maintain a safe and tidy program space ensuring equipment is set-up and stored appropriately;
8. Report all concerns, accidents and incidents to immediate supervisor for follow-up and take appropriate action;
9. Maintain an understanding of department programs and services;
10. Understand, adhere to, and enforce Corporate Policies and Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff;
11. Attend meetings/training as required;
12. Responsible for facility cleaning as directed by the Supervisor; and
13. Performs other duties as assigned.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Manager of Recreation and Culture.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town's Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

WORKING CONDITIONS

Physical Demands – The Instructor will be expected to work evenings and on weekends – Friday, Saturday and Sunday and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted and monitored by the Manager of Recreation and Culture as needed. The responsibilities will include physical demands such as lifting and carrying equipment and supplies for activities, events and maintenance. The Instructor will be expected to participate, instruct or train others in recreation and pool programs which may lead to strenuous physical activity.

Environmental Conditions - The Instructor will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the Public and of staff. The environment may be busy, noisy and the Instructor may be required to respond to emergency/stressful situations.

Sensory Demands – The sensory demands may include the use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands – This role is exposed to stress and pressure associated with positions that are responsible for instructing programs. The Instructor will have to manage a number of requests and tasks at one time and must be prepared to deal with tight deadlines and unplanned interruptions that are a result of external customers, etc. Excellent organization, time and stress management skills will be needed to complete the required tasks.

POSITION REQUIREMENTS:

1. Current Lifesaving Society Swim Instructors, Lifesaving Society Lifesaving Instructor, National Lifeguard - Pool;
2. Additional certifications considered an asset;
3. Current Standard First Aid/CPR C/AED from an accredited organization;
4. Submit or agree to a Vulnerable Sector Criminal Record Check; and
5. Exceptional customer service and communication skills.

Approved:

C.A.O.

DEPARTMENT HEAD

EMPLOYEE