

Municipality of the District of Shelburne
Position Description

Title: Swim Program Coordinator			
Reports to: Director of Rec/Parks & Recreation Coordinator			
Department: Recreation & Parks			
Status:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Summer
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Term
		<input type="checkbox"/> Casual	

Position Summary:

The Swim Program Coordinator is responsible for coordinating and implementing all aspects of the summer swim program including outdoor swimming lessons and lifeguarding at designated times during day camps. The coordinator is responsible for the safety of swimmers (while in water and on beach) and shall maintain the upkeep of rescue equipment. In addition, the Swim Program Coordinator will serve as a strong team member, creating a welcoming, inclusive, and supportive environment to all participants, youth leaders and staff. This position description is a general scope of duties and does not limit Management’s ability to assign other responsibilities to this position from time to time.

General Responsibilities:

1. Plan, schedule, promote, teach, and evaluate all aspects of the swim program.
2. Assist the Recreation Coordinator with other programs, as needed.
3. Be aware that participants of all abilities are welcome in summer programs and ensure that individuals with disabilities feel welcomed, included, and supported in the programs in which they are participating.
4. Ensure that all municipal policies and procedures are adhered to when planning, communicating, and implementing programs.
5. Communicate progress of swim program participants to parents.
6. Communicate with park users at Welkum Park.
7. Prepare the waterfront/pool for swimming lessons (e.g., place buoys out, safety equipment, etc.)
8. Order swim program supplies, as needed.
9. Complete an inventory of swim program equipment at the beginning of the summer.
10. Regularly preform maintenance checks for all swim equipment and report any damages.
11. Re-inventory supplies and properly store all swim equipment at end of summer.
12. Complete safety checks (beach/park/water sweep) for any hazards daily.
13. Regularly check weather forecast and adjust schedule as need.
14. Maintain a general level of cleanliness at Welkum Park (i.e., clean up garbage, clear any small debris, check change rooms, etc.)

15. Lock equipment in storage shed at the end of use.
16. Collect water samples from Welkum Park on a bi-weekly basis and deliver to Roseway Hospital before 10am.
17. Take attendance at swim lessons and ensure all participants are registered and have completed all required paperwork.
18. Complete incident reports.
19. Schedule swim times with registered participants for each swim session and call parents to inform them of their child's swim lesson time.
20. Promote Fair Play and Principles of Healthy Childhood Development.
21. Participate in training opportunities, as required.
22. Deal with conflicts with participants, other staff, and the public in a mature, professional, and courteous manner.
23. Act as a role model for other staff, Youth Volunteers, and program participants.
24. Act as a mentor for the Swim Program Leader.
25. Be aware of public perception both on and off the job.
26. Help at other summer programs when required and when position duties are completed.
27. Continually evaluate the swim program and make recommendations for future programming.
28. Prepare individual progress reports for participants and maintain a master list of participant's swim levels.
29. Prepare a summary report for the swim program at the end of the summer and submit to the Recreation Coordinator.
30. Staff will have access to confidential information and will be required to follow the Department's Confidentiality Policy.
31. Follow the current Public Health COVID guidelines to ensure the safety of all participants, staff and volunteers and be a role model to participants by practicing proper COVID safety procedures.
32. Perform other duties as required.

Skills Required:

1. Experience with planning, promoting, delivering, and evaluating swim programs.
2. Positive attitude.
3. A high degree of mental alertness for long periods of time.
4. Must enjoy working with all ages, especially children and youth.
5. Emotionally mature with good moral character.
6. High level of organizational skills.
7. Ability to work as part of a team and be a valuable team member.
8. This employee must exercise a high degree of accountability and confidentiality in their job.
9. Conflict resolution skills to tactfully handle concerns from program participants, the public and other staff.
10. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, program participants and the public.

Working Conditions:

This is a non-union position that operates in the Recreation & Parks Department. This position will require 32.5-40 hours of work per week (May 24th to August 26th- 14 weeks). Swim lessons take place at Welkum Park (lakefront) and on occasion an outdoor pool (subject to availability). Hazards associated with outdoor aquatic environments (e.g., sun, inclement weather, dangerous water conditions, etc.) and rescues. Due to the nature of recreational programs and events, evening and weekend work may be required.

Rate of Pay: \$15.00 per hour

Qualifications:

Minimum: Current Red Cross Water Safety Instructor Certification or equivalent
Current Standard First Aid and CPR/AED
Have experience working with children
Have own transportation
Pass a Police Record check & Child Abuse Registry check

Preferred: All of the above +
Current National Lifeguard-Waterfront Certification
Experience teaching at a waterfront
Lifesaving Instructor Certification

Lifeguard screening-Physical Requirements:

Testing may be conducted as part of the position to assess technical and job specific knowledge and includes:

- A timed 300 metre run-swim-tow

NOTE: The physical requirement may be used as part of the hiring process. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.