



MOOREDALE

MOOREDALE SWIMMING POOL CLUB JOB DESCRIPTION 2020

Position: INSTRUCTOR

Responsible to: Pool Manager, Assistant Pool Manager, Shift Leader

Duties:

1. Training – participate fully in all staff training.
2. Attend Mayfair (May 8/9, 2020) to provide First Aid as required and assist with Mayfair set up.
3. Guard pool and pool facilities to ensure safety of patrons; when necessary, execute appropriate emergency response procedures.
4. Arrive for shift on time in an alert and rested state so safety of swimmers is not compromised.
5. Prepare appropriate lesson plans for class levels assigned to ensure the full course curriculum is covered during the session.
6. Encourage enjoyable learning atmosphere for the swimmers registered through creative teaching techniques and constructive comments.
7. Complete all required documentation promptly for swimmers and for pool records.
 - (a) 2 week individual progress records prepared carefully and submitted for review by Pool Manager two days prior to lesson session conclusion.
 - (b) Complete Lesson Test Sheets and give to Pool Manager.
8. Use all available resources (staff manual, equipment, leadership staff feedback) to improve lessons and appropriate swimmer evaluation.
9. Arrive on deck **5 minutes** before first class to make sure that all required equipment and teaching aids are in place.
10. Set a personal example of excellence as a Water Safety Instructor.
11. Ensure safety of all lesson participants **until they are picked up by the appropriate caregiver.**
12. Foster good public relations with swimmers and caregivers.
13. Perform other related duties when assigned by supervisor.
14. Evaluation: Employees will receive mid-season and final performance reviews by a Manager. Regular verbal and/or written feedback will be provided throughout the season by the Managers or the Shift Leader.

Qualifications:

- Red Cross Water Safety Instructor
- Lifesaving Society Instructor and Lifesaving Society Swim Instructor
- NLS- Pool Option
- Standard First-Aid with CPR-C

We thank all applicants; however only candidates selected for an interview will be contacted. No phone calls please. Interested candidates should forward a complete cover letter and résumé with references by 4:00pm January 31, 2020 to:

Catherine Loeffler, Administrative Assistant – Membership, Pool, Preschool and Programs, 146 Crescent Road, Toronto M4W 1V2

Email: poolclub@mooredale.on.ca Visit our website at www.mooredale.com for more information.

The Rosedale – Moore Park Association operates Mooredale House Community Centre to provide recreational, cultural and educational programs for our 7,500 members. A non-profit, charitable organization, Mooredale strives to be a focal point for the community. Mooredale activities include: recreational and special interest courses for all ages, sports for children and youth; soccer, pool and club, concerts and youth orchestras, licensed preschool for children 18mo to 5 yrs., summer day camps for children, newsletter, and special community events.