

## Internal/External Job Posting

<b>POSITION:</b>	<b>Jr Swimming Instructor/Fun Leader</b>
<b>SALARY:</b>	<b>\$18.11 per hour + 14% in lieu of benefits = \$20.65 per hour (2023 rates)</b>
<b>CLASSIFICATION:</b>	<b>JB04, Program Instructor II</b>
<b>HOURS OF WORK:</b>	<b>Four to 20 hours per week, primarily Monday to Thursday between 11:00AM and 8:00PM, and/or Saturdays and Sundays between 9:00AM and 6:00PM.</b>
<b>STATUS:</b>	<b>Auxiliary</b>
<b>CLOSING DATE:</b>	<b>November 30<sup>th</sup>, 2023, at 12:00PM</b>
<b>COMPETITION #:</b>	<b>23-112</b>

**SUMMARY:** Are you looking to dip your toes into the work force? West Shore Parks & Recreation is seeking positive and outgoing Jr Swimming Instructors and Fun Leaders to put the fun into swimming lessons and public swims. We offer flexible work hours in a supportive, inclusive, and friendly environment. Jr Swimming Instructors are responsible for assisting Swim Instructors in planning and delivering a variety of aquatic programs to participants of all ages and abilities. Fun Leaders are responsible for operating the waterslide, rope swing, and assisting the aquatic team off-deck during busy public swims. Our primary focus is on delivering exceptional programs which are safe and fun for everyone.

### **JOB DUTIES & ACCOUNTABILITIES**

- Assist with planning, teaching, and evaluating swimming lessons for all ages from babies through adults.
- Provide excellent customer service by answering questions and assisting pool users as needed.
- Assist in completing written lesson progress cards and other basic reports accurately and efficiently.
- Assist in running activities or water features (rope swing, waterslide) during fun swims.

### **QUALIFICATIONS**

- Current Bronze Cross.
- Current Standard First Aid with CPR C/AED.
- Enrollment in a recognized Swim Instructor program (West Shore Swim, YMCA Swim Instructor, Lifesaving Society Swim Instructor, or Red Cross Water Safety Instructor) is required within first three months of commencement.
- Demonstrated experience in customer service and dealing with difficult situations in a positive, courteous, and effective manner.
- Demonstrated communication and organizational skills
- Demonstrated ability to work co-operatively both independently and in a team environment.

**A clear and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.**

**Interviews are scheduled for Thursday, December 7<sup>th</sup>, 5:00-7:00PM.**

**Must be available for orientation on January 3<sup>rd</sup> time is TBD; and for In-service on January 6<sup>th</sup>, 9:30AM-12:30PM.**

**Scheduled shifts begin as of January 8<sup>th</sup>, 2024.**

Please be sure to include three (3) references on your resume when applying. References should be current and include recent supervisor(s).

#### **APPLICATIONS**

Resumes and cover letters quoting competition **23-112** to be received prior to **November 30<sup>th</sup>, 2023**, at 12:00PM, **Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8363; email: [jobs@wspr.ca](mailto:jobs@wspr.ca)

**This is a union position. Only those candidates under consideration will be contacted.**

**Posted: November 16<sup>th</sup>, 2023.**