

## Internal/External Job Posting

<b>POSITION:</b>	<b>Aquatic Instructional Team Leader Sub</b>
<b>SALARY:</b>	<b>\$28.54 per hour plus 14% in lieu of benefits (Jan 2024 rate)</b> <b>\$29.11 per hour plus 14% in lieu of benefits (July 2024 rate)</b>
<b>CLASSIFICATION:</b>	<b>JB08, Instructional Team Leader I</b>
<b>HOURS OF WORK:</b>	<b>Evening and weekends</b> <b>Must be available for seasonal training.</b>
<b>STATUS:</b>	<b>Auxiliary</b>
<b>CLOSING DATE:</b>	<b>May 27<sup>th</sup>, 2024, at 12:00PM</b>
<b>COMPETITION #:</b>	<b>24-49</b>

**SUMMARY:** Are you an experienced Aquatic Worker looking for an exciting new leadership opportunity? This is your chance to take your knowledge and skills to the next level as an Aquatic Instructional Team Leader (ITL)! ITL's will work cohesively to supervise and develop the JDF pool swimming program by actively coaching and mentoring instructors, lifeguards, team leaders and assisting the aquatic administrative team with staff training, program planning, and administrative tasks. ITL's will report to the aquatic administrative team, provide on-deck leadership and supervision, and communicate with staff, participants, and supervisors to ensure the successful delivery of aquatic programs. The successful candidate will be energetic, outgoing, solution-oriented, and responsible; ensuring aquatic programs are delivered in a fun, safe environment.

### **JOB DUTIES & ACCOUNTABILITIES:**

- Provides leadership to aquatic staff, assists with evaluating, coaching, and mentoring of staff.
- Discuss issues and concerns with parents regarding classes and programs, seeking proactive, customer-centred solutions.
- Assists the aquatic administrative team with class additions, cancellations and printing of class lists and other administrative duties.
- Assists with the organization, and implementation of registered and drop in swimming programming for all age groups.
- Assists the aquatic administrative team with the orientation and training of aquatic staff.
- Ensures facility policies, procedures and regulations are implemented and adhered to.
- Ensures proper documentation is completed for any accidents and incidents.
- Provides routine reports on aquatic activities such as session attendance and simple statistics.
- Assists with the promotion and delivery of volunteer programs.
- Lifeguards and instructs as required.
- Monitors first aid and program supply inventories.
- Monitors quality of facility by reporting any maintenance concerns.

**QUALIFICATIONS:**

- High school graduation and a minimum of two years' experience supervising swimming instructors and lifeguards.
- Must be a proven reliable, solid role model with demonstrated leadership ability.
- Must possess excellent communication (interpersonal and written), customer service and problem-solving skills.
- Computer skills including Outlook, Word and Excel are required.
- Working knowledge of Intelligenz software application is an asset.

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

**REQUIRED CERTIFICATIONS:**

- Current National Lifeguard Award.
- Current Standard First Aid (SFA) with CPR Level C.
- Lifesaving Instructor, Lifesaving Society Trainer, First Aid Instructor and/or National Lifeguard Instructor are considered strong assets.

**APPLICATIONS**

Resumes and cover letters quoting competition **24-49** to be received prior to **May 27<sup>th</sup>, 2024, at 12:00PM**  
**Attention:** Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1,  
email: [jobs@wspr.ca](mailto:jobs@wspr.ca)

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

**Posted: May 13<sup>th</sup>, 2024**