

**Title:** Part-time Lifeguard and Swimming Instructor

**Location:** The Vancouver Lawn Tennis & Badminton Club

**Summary:**

The VLTBC is a prestigious private club with a unique pool environment. Applicants must have exceptional customer service skills, attention to detail and a positive, proactive attitude. The successful applicant must enjoy working as part of a dynamic team and be committed to helping improve aquatic programs.

**Reports to:** Aquatics Coordinator and Programs Manager

**Dates:** Applicants must be available for a minimum of January-March 2017.. Preference will be given to those who can work through to April or June 2017. We are hiring ASAP!

**Scope:** To provide supervision, prevention of injury and first aid to the pool area and be a first responder for other injuries in the club. To provide safe, fun, and effective swim lessons for members of various ages and abilities (lessons are primarily for children). You will be required to teach private, semi-private, and small group lessons. You may also be asked to help with special events such as the Kids' Halloween Party and Breakfast with Santa.

**Pool Hours of Operation Summer:** Monday, Tuesday, Thursday, Friday 9am-6pm, Wednesdays 9am-9pm, Saturday 9am-4pm, Sunday 9 am-9pm.

**Shifts:** Swimming instructors will be on duty for shifts 2-4 hours in length. Instructing shifts will be shorter/longer based on lesson demand. Guarding shifts are 2-4 hours.

**Work Environment:** Outdoor pool April –October, indoor from October-March.

**Duties and Responsibilities:**

**Lifeguard:**

- Strictly but courteously enforce all pool/club rules and regulations
- Use skills learned in NLS to provide a safe environment for all members
- Control the pool environment in order to prevent accidents
- Check pool chemistry and record levels in the Daily Pool Log each shift
- Perform daily maintenance tasks as required to keep pool and pool area clean and tidy
- Arrive at work at least 5 minutes before each shift.
- Be first aid responder for accidents in other areas of the Club
- Complete incident reports as required and submit them to the Aquatics Coordinator

- Interact with members using the pool in a friendly manner
- Attend all scheduled in-services
- Assist in promoting the aquatic programs as required

**Swimming Instructor:**

- Use skills learned in Water Safety Instructor course to teach swim lessons to all levels.
- Evaluate students during the first lesson to assess the correct level
- Use Red Cross standards for evaluation of students
- Participate fully in classes with students
- Be on time, and start/end classes promptly
- Liaise with the Aquatics Coordinator if children are in the wrong levels
- Prepare for classes and have lesson plans as required

**Other**

- Assists the Aquatics Coordinator and Programs Manager with Special Events as required (i.e. Breakfast with Santa)
- Maintains current qualifications at all times and provides copies of relevant certifications to the Aquatics Coordinator.

**Qualifications**

All certifications must remain current or lifeguards/instructors will not be permitted to work.

- NLS
- CPR-C/AED
- Standard First Aid
- Water Safety Instructor
- Life Saving Instructor (not required but is an asset)
- A minimum of 1 year guarding/instructing experience

**Starting Wage:**

\$15-\$16/hour guarding

\$16-\$17/hour instructing

Starting wages are determined based on experience and certifications. Wages are reviewed after a 3 month probationary period.

**How to Apply:** Please email both a cover letter and resume outlining your relevant experience and certifications to Emily Paterson, Aquatics Coordinator at [aquatics@vanlawn.com](mailto:aquatics@vanlawn.com)

Only those selected for interviews will be contacted. No phone calls please.