



# Swim Lesson Staffing

## Swim Lesson Supervisor (Team Leader) (SIS)

Looking for an exciting job teaching swimming in lakes and other outdoor locations all summer? Tired on an indoor, chlorine pool and want to get out in the sun? Work for us as a swim instructor this summer!

Besides our outdoor adventure camps, Western Educational Adventures (WEA) operates private swimming lessons at various outdoor and private locations on Vancouver Island, specifically the Greater Victoria, Duncan, Cowichan Valley and Sooke. To help facilitate our swim program, WEA is looking for part-time and fulltime swim lesson supervisors. The typical program season starts in early June and ends in late August or mid-to-late September. However, there may be periodic work available during the rest of the year. We ask you to take a moment to thoroughly review this document, our website (all about WEA and the programs WEA offers) and the Swim Lesson Instructor posting & job description before applying. Please note, Swim Lesson Supervisors are required to meet all the requirements of a Swim Lesson Instructor in addition to the requirements in this job description.

### Remuneration

\$27-\$42/hr for swim instruction, mentoring and supervising.

\$20/hr for administrative work.

### Hours

Part-time & full-time supervisors are expected to have a mostly open availability. Lessons are typically scheduled at some point between 09:00-21:00, 7 days a week during the summer season. You can expect to have at least 1-2 days off a week. Please note, this may vary, and we will do our best to make sure the hours and times work for both the supervisor and WEA.

### Responsibilities

This contract requires you to be able to perform various functions and duties, some of which are listed below:

- Meet all requirements and be able to perform all duties of a WEA Swim Lesson Instructor.
- Handle pre-season and post season responsibilities.
- Deal with any customer service issues with clients and report issues to general manager.
- Assist our admin team with staffing issues and report to general manager if needed.
- Supervise all instructors while on duty.
- Support the staff that you have been assigned to directly supervise. This includes a start of season meeting as well as mid and end of season evaluation.



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- Co-teach/mentor each instructor you are supervising at least 1 hour every 2 weeks.
- Other tasks as appointed by WEA management.
- Give feedback to general manager about ways to improve the program, staffing documents, etc.
- Manage equipment allocation to instructors and inform general manager if new equipment needs to be purchased.
- Complete staff goal setting at start of season and complete staff evaluation at end of season.
- Completes daily log entries/reports.

### Minimum qualifications

- At least 2 years experience teaching swimming lessons
- At least 3 years experience working with children
- NLS
- Water Safety Instructor (WSI) or Lifesaving Swim Instructor Certification
- Standard First Aid and CPR-C
- Clear criminal record check with vulnerable sector screening

### Desired qualifications

- 40 or 80 hr Wilderness First Aid
- NLS Waterfront
- NLSI



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## Application Instructions

For your application to be considered, please send us the following:

1. Online Application form (found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>)
2. Resume
3. \*Copies of all relevant certifications and documents required above
4. A minimum of 3 references (2-3 employer and max 1 personal reference that is not related to you).

\*Please note that we will still consider your application if you do not currently hold the required minimum qualifications if you are willing to obtain these prior to commencing work with WEA. In your application we ask that you provide us with a timeline for when you will have these certifications.

To apply, click the "Apply" button and complete the instructions outlined on our application software. The application button can be found here: <https://westernadventures.ca/western-educational-adventures-careers.htm>

**Let us know if you have any further questions and thank you for your interest in working for WEA!**