



## **Job Description & Expectations – Assistant Head of Swimming**

### Qualifications:

- National Lifeguard (Waterfront or Pool)
- Life Saving Instructor (LSI)
- Red Cross Water Safety Instructor (WSI)
- Life Saving Society Examiner's (asset)
- Previous experience instructing/supervising swim lessons

### Job Description:

- Assist in supervising the instructors during all swimming lessons (6 periods & 370 campers per day)
- Work with swim staff during training to ensure they are comfortable with Onondaga Camp's program as well as expectations as staff.
- Ensure staff are actively teaching swim levels for all periods. It is important that kids are working towards their swim levels.
- Ensure accurate record keeping of all swim records for each session.
- Provide feedback to all staff, including informal and bi-weekly reviews. Staff skill development should also be a priority (focus on developing skill of staff)
- Ensure staff are actively engaged with kids, and getting in the water consistently.
- Written evaluations for both LIT 1's and LIT 2's every 2 weeks.
- Ensure swim tests are completed on the first night of each session.
- Organize and schedule and Bronze Med & Bronze Cross exams at the end of every 2 week sessions. Please notify the program director of the dates and times.
- Assist in managing the completion of report cards (completed by swim staff)