POSITION TITLE:
SFU AQUATIC LEADER (SWIM LESSON SUPERVISOR)

POSITION SUMMARY:
The successful candidate will be responsible for performing duties relating to the swim lesson program, aquatic staff development, pool facilities, equipment and supplies, marketing, and special projects.

QUALIFICATIONS:
- Current SFU Lifeguard with a 2.0 GPA, minimum 9 credit hours, current WSI
- Have worked a minimum of one year for SFU Aquatics, including at least one summer season
- Have instructed swimming lessons at SFU for at least one term
- Positive, enthusiastic and passionate about Aquatics
- Excellent organizational, interpersonal, leadership and communication skills (written & verbal)
- Creative (experience with Adobe Creative Suites an asset) & proficient with Excel an asset

DUTIES: (include, but are not limited to, the following:)
- Organize Sunday Group lessons and first-day tasks and provide general swim lesson support
- Organize lesson equipment and supplies and take inventory
- Assist in planning and running Instructor Inservice & mid-instructor meeting
- Update Instructor Reference book, Swim Instructor Biography Board & Facebook Group
- Recruit and mentor new Instructors and lesson volunteers
- Promote swim lesson program
- Manage Instructor Quick-checks
- Administer and collect Instructor evaluations to be completed by participants/parents
- Update Preschool and Swim Kids lesson pass record spreadsheets
- Ensure instructors are following report card protocol

Other duties include organizational, staff development, marketing, and special projects.

TIME COMMITMENT:
Approx. 50-60 hours per semester (includes weekly meeting with Aquatic Coordinator)

START & END DATE: Varies depending on term. Required to attend Leader Retreat September Long Weekend. Minimum two term commitment.

RATE OF PAY: $600 per term (Rec Leadership Award) upon successful completion of tasks outlined above.

HOW TO APPLY: Please see details on SFU Recreation website.

*Cover letter must include the following: Why are you the best person for the position? How will you contribute to making SFU Aquatics awesome? What are the issues at SFU Pool that you would like to address and how will you address them? This position is a Rec Leader position in which you are not supervising, but still responsible for providing leadership. How will you do this?