

## **Instructor/Lifeguard, Secondary**

### **Jarvis Collegiate Institute**

CUPE Local 4400, Unit C - Grade H

**\$28.37 per hour**

Reporting to Principal, the Secondary Instructor/Lifeguard will assist the Physical Education Teacher(s) design and implement aquatic programs for students in Secondary Schools.

Secondary Instructors/Lifeguards will assist Health and Physical Education Teachers to:

- Provide a safe and enjoyable aquatic environment;
- Provide aquatic instruction in the pool and in a classroom setting as part of a balanced quality Health and Physical Education program;
- Provide support in the maintenance, inventory and purchase of equipment in the pools;
- Provide opportunities for special aquatic programs; and
- Update and in-service school staff on current water safety and first aid techniques.

The Secondary Instructor/Lifeguard will work collaboratively with Health and Physical Education Teacher(s).

### **Summary of Duties:**

- Provide aquatic instruction in pools or classrooms;
- Assist with the supervision of Health and Physical Education classes as required;
- Provide lifeguarding during instructional programs in pools;
- Work in consultation with Health and Physical Education Teacher(s) to develop aquatic programs and lesson plans;
- Prepare for classes including equipment set up;
- Perform maintenance checks and safety checks of the pool area;
- Provide instructional and/or lifeguarding opportunities for a range of aquatic programs (e.g., swim teams, intra-mural activities, certification courses, fitness training, swim testing for outdoor education excursions learn-to-swim etc.);
- Perform administrative duties including pool logs, surveys, etc;
- Attend staff meetings and meetings with teachers;
- Take inventory;
- Assist with the purchase of aquatic equipment; and
- Other related duties as assigned.

### **Qualifications:**

- Secondary School Diploma plus required aquatic certification (see below) and three months related experience instructing secondary school aged children, or equivalent combination of education and experience;
- A good command of written and oral English and the proven ability to communicate in a sensitive, courteous and tactful manner;
- Ability to maintain a co-operative working relationship with other members of the staff and the general public;

- Ability to maintain administrative records and documentation (e.g. student assessment records, equipment inventory etc.);
- Knowledge of related Board policies and procedures; and
- Ability to deal with difficult situations and to take appropriate action in stressful or emergency situations.

### **Certification Required:**

#### **Must hold current:**

- Lifesaving Society Instructor Certificate or Lifesaving Society Swim Instructor Certificate or Y.M.C.A. Instructor Certificate;
- National Lifeguard Services Lifeguard Certificate; and
- Standard First Aid plus CPR-C Certificate (date on certificate must not be older than two years).

### **Special Requirements:**

- Requires a female instructor lifeguard.
- Must be able to lead/demonstrate skills related to aquatics, be able to physically assist students as required when instructing aquatics and be able to respond to emergency situations; and
- Requires ability to move/carry equipment for the program (e.g. lane markers, tables, lifejackets, diving rings etc.);
- May be assigned to work in more than one location (i.e. change of location on a weekly or biweekly schedule).

**Shift:** Full time  
**Hours:** 35 hours per week to be scheduled according to program needs.  
**Work Year:** School Year (38 weeks)  
**Location:** **Jarvis Collegiate Institute**  
 495 Jarvis Street

### **Application Process:**

1. Please ensure you review the posting including the special provisions and include all relevant information in your submission.
2. When submitting your application, quote posting number **CUPE C-24-4164EX-LC1** in the subject line.
3. Attach a detailed résumé and covering letter as **one file in PDF format** and submit to: [Resume.Submission@tdsb.on.ca](mailto:Resume.Submission@tdsb.on.ca).
4. Apply no later than 4:30pm on **December 4, 2024**.

### **Notes:**

- It is anticipated that interviews will take place within two weeks after the closing date of this competition.
- It is anticipated that the successful candidates will commence on December 18, 2024.
- Only applicants selected for an interview will be contacted.
- Applications will not be acknowledged in writing.
- Information regarding [Wheelchair accessibility](#) is available online.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***