



Staffing 2022

Swim Lesson Supervisor (WSIS)

Besides our outdoor adventure camps, Western Educational Adventures (WEA) operates private Red Cross swimming lessons at various outdoor and private locations in the Greater Victoria area. To help facilitate our swim program, WEA is looking for 1 part-time and 1 fulltime swim lesson supervisors. This is a seasonal position that starts June 15th, 2022 and ends in late August or mid-to-late September. 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

\$28-\$36/hr for swim instruction, mentoring and supervising.

\$25/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.
- 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.



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- 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.

Minimum qualifications

- At least 2 years experience teaching Red Cross swimming lessons
- At least 3 years experience working with children
- NLS
- WSI
- Standard First Aid and CPR-C
- Clear criminal record check with vulnerable sector screening

Desired qualifications

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

Application Instructions

Positions are sometimes filled on an on-going basis or are subject to an application deadline. For your application to be considered, we must receive the following:

1. Application form
2. Cover letter
3. Resume
4. Copies of all relevant certifications and documents required above
5. A minimum of 3 references (2-3 employer and max 1 personal reference that is not related to you)

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!