

VOLUNTEER OPPORTUNITY

JOB TITLE	Volunteer - Assistant Swimming Lessons Instructor
CENTRE	Notre-Dame-de-Grâce 4335 Hampton (off Monkland Avenue, near Villa Maria metro)
TIME OF THE CONTRACT	January 9, 2012 – March 30, 2012 for winter session April 2, 2012 - June 17, 2012 for spring session
WORK SCHEDULE	Saturdays and/or Sundays 9:15 AM to 2:30 PM
TITLE OF SUPERVISOR	Aquatics Coordinator
SUMMARY	<p>The Swimming Lessons Assistant shadows the Swim Instructor during swimming lessons to a clientele aged between 6 months old and 13 years old. The volunteer co-leads the activities and provides quality swimming programs and services. The volunteer assists the Swim Instructor with planning, instructing and evaluating the participants. The volunteer plays an important role by ensuring that all participants have a positive learning experience in a safe and fun environment.</p> <p>The YMCA Swim Program teaches toddlers, children, youth and adults basic and advanced swimming skills, water safety and leadership, all while promoting the Y values of respect, honesty, caring and responsibility. Certified and trained instructors provide instruction to groups, with a focus on individual development and skill progression.</p>
BENEFITS	<ul style="list-style-type: none"> ▪ Have a positive impact on the local community ▪ Share your passion for aquatics with other YMCA members ▪ Gain experience as a swim instructor ▪ Growth and development with certification and employment opportunities ▪ Meet and network with individuals from a variety of different backgrounds
DUTIES	<ul style="list-style-type: none"> • Attend the YMCA Swim Instructor workshops and trainings to become acquainted with YMCA Swim Program levels; understand and adopt the YMCA teaching methods and procedures • Prepare lesson supplies and equipment, including collecting noodles, toys, flutter boards, etc. • Take class attendance • Assist the swimming lessons instructor in teaching the YMCA Swim Program using the learning through play method • Plan and animate 5 minute class segments • Learn about writing progress reports and making lesson plans • Assist in maintaining safety and security at the pool, using Bronze Cross level visual scanning, prevention, intervention and rescue techniques • Act as a role model to the children by maintaining appropriate and professional behavior • Assist in water quality tests • Greet and communicate with all members in a professional and courteous manner

	<ul style="list-style-type: none"> • Be familiar with the NDG YMCA pool rules and enforce these rules among patrons ▪ Creates a safe and fun learning environment for all participants ▪ Ensures the well-being of all participants by enforcing safety rules and regulations ▪ Replaces equipment after use and verifies that the facilities are left clean and secure ▪ Informs the Aquatics Coordinator of damaged or defective equipment ▪ Refers health issues of participants to the Aquatics Coordinator
REQUIREMENTS	<ul style="list-style-type: none"> ▪ 15 years of age or older ▪ Valid Bronze Cross certification ▪ HeartSaver AED (C) CPR Certification ▪ Bilingual ▪ Understands and integrates the value of philanthropy in both specific position and participates in the Annual Campaign and/or other fundraising events.
VOLUNTEER START DATE	January 9, 2012

Please forward your complete application (résumé/CV + cover letter)

To: **Charlotte Smoley, Aquatics Coordinator**

By December 21, 2011

Email: charlotte.smoley@ymcaquebec.org

Fax: 514-486-6574