



OUR VOLUNTEER PHILOSOPHY

Volunteers play an essential role in delivering high quality recreation and community programs and in doing so, help to create a healthy, vibrant, and caring community.

The City of Port Coquitlam strives to create meaningful volunteer opportunities that engage participants, foster leadership skills and build community connections.

AQUATICS

Swim Lesson Assistant

PURPOSE:

Assist in the delivery of high quality Red Cross Swim Lessons by providing instructional support, demonstrating skills, and helping children to achieve their learning goals.

RESPONSIBILITIES & ACTIVITIES:

Volunteer duties will include:

- Welcoming participants into the lesson
- Assisting in the delivery of lessons and activities
- Demonstrating skills
- Engaging swimmers to assist their practice
- Providing additional supervision to help ensure the safety of all participants

SKILLS, EXPERIENCE & QUALIFICATIONS:

- Minimum of 15 years of age
- Completion of Bronze Cross, Water Safety Instructor and Standard First Aid certifications
- Experience working with children an asset
- Fluent in spoken English (fluency in a second language is an asset)

PERSONAL TRAITS / QUALITIES:

- Enjoy working with children
- Energetic and enthusiastic
- Strong communication skills
- Safety-focused
- Able to follow direction and to take initiative when appropriate

REPORTS TO:

Recreation Program Assistant, Aquatics

TIME COMMITMENT:

- Must commit to a minimum of one full lesson set.
- Typical lesson set formats include:
 - 2x per week lessons (4-5 weeks in duration),
 - 1x per week lessons (8-10 weeks in duration), or
 - 5x per week lessons (2 weeks in duration – Summer & Spring Break only)
- Total commitment of approximately 20 hours per season (approx. 3 months)

WORKING CONDITIONS:

- Indoors
- Hyde Creek Recreation Centre and Port Coquitlam Community Centres – Lap and Leisure Pools
- Secure storage will be made available

BENEFITS:

- Practice skills and knowledge learned in previous life saving training
- Learn and improve teaching techniques and leadership styles
- Reference letter available upon request after 1 lesson sets or 25 hours
- Opportunity to meet new people and interact with current staff

SCREENING REQUIRED:

All Volunteer Opportunities Require the Completion of:

1. Completed Application Form
2. Intake Interview
3. Criminal Record Search
4. Confirmation of Required Certifications
5. Area-Specific Volunteer Orientation

Additional screening measures may include:

6. Reference Checks
7. Parent/Guardian Consent (if under 19)

OTHER DETAILS:

- Minimum # of Volunteers desired per shift: 1
- Maximum # of Volunteers desired per shift: 1

Last updated: November 4, 2021