



Cayman Islands Government

Senior Swimming Instructor

Job Details

- **Agency:** Health, Environment, Youth, Sports & Culture
- **Reference:** R0152012
- **Posted:** 27-Jan-2012
- **Closing Date:** 14-Feb-2012
- **Salary:** CI\$43,932 - CI\$59,088 (US\$52,279 – US\$70,315)

The Ministry of Health, Environment, Youth, Sports and Culture invites applications for the following position:
SENIOR SWIMMING INSTRUCTOR

The post holder will specialize in providing aquatic training to students ranging from 4 to 18 years of age. In addition to managing the overall day to day operations of the swim facility, the post-holder will be responsible for the development and implementation of training/swimming programmes that are tailored towards the Department of Sports' goals of physical, emotional, intellectual and social development.

Responsibilities will include but are not limited to:

- Coaching and instructing an average of 22 classes per week with students ranging from ages 4 to 18;
- Assisting the Cayman Islands Amateur Swimming Association where needed;
- Providing supervision, support and training to 3 full-time Swimming Instructors;
- Developing and implementing training/swimming programmes that are specific to the Department's goals;
- Scheduling and conducting of 6 to 10 special swimming events annually;
- Ensuring that regular pool maintenance operations are conducted in accordance with stated procedures and guidelines.

Qualifications, Experience & Skills:

Successful Applicants should possess the following:

- A Bachelor's degree in Physical Education or in a related field with 5 years work experience; or 10 years work experience as a swimming coach with an established and reputable institution;
- Coaching qualifications of a National Champion Standard, with performance and practical qualifications allowing for mentoring and supervision of entry level coaching qualifications;
- Certified Aquatic Manager Accreditation or Certified pool operations license;
- Recognized safety certifications relevant to teaching swimming in a public pool (First Aid, CPR and Life-guard qualifications);
- Experience working with a variety of adults and children ranging from 4 to 18 years of age, including those who are physically and mentally challenged;
- Ability to design and implement effective swimming programs for adults and children;
- Strong management skills;
- Excellent Interpersonal, organizational and communication (oral & written) skills;

Preference will be given to suitably qualified Caymanians.

For application form and job description please visit our website at www.gov.ky/recruitment

Please submit an application form and resume to:

*Operational HR Manager
Ministry of Health, Environment, Youth, Sports and Culture
5th Floor, Government Administration Building
Grand Cayman KY1-9000, Cayman Islands
Email: recruitment.mhs@gov.ky and ciasaboard@gmail.com*

Benefits will be determined in accordance with the Public Service Management Law, Personnel Regulations, the Public Service Pensions Law and the CINICO Health Plan as may be amended from time to time. Pension and health benefits are non-contributory.

CAYMAN ISLANDS GOVERNMENT

JOB DESCRIPTION

Job Title: Senior Swimming Instructor

Jobholder:

Reports To: Director of Sports

Ministry: Health, Environment, Youth,
Sports & Culture

1. JOB PURPOSE

The Senior Swimming Instructor specializes in the aquatic training, development of children, adolescents and adults. Guides and manages other swimming instructors, in addition to the management of the swim facility.

2. DIMENSIONS

- Supervision of three (3) full-time and two (2) part-time swimming instructors.
- Responsibility and accountability for the collection of fees for all applicable programs.
- Preparation of assistant coaches and volunteer managers to assist with various age groups of children and adults and with the school and afterschool programmes, community programmes.
- Coaching an average of twenty-two (22) classes per week.
- Supervision of approximately 1025 children and 49 adults per week.
- Provide support and guidance to the Cayman Islands National Swimming Association where needed.

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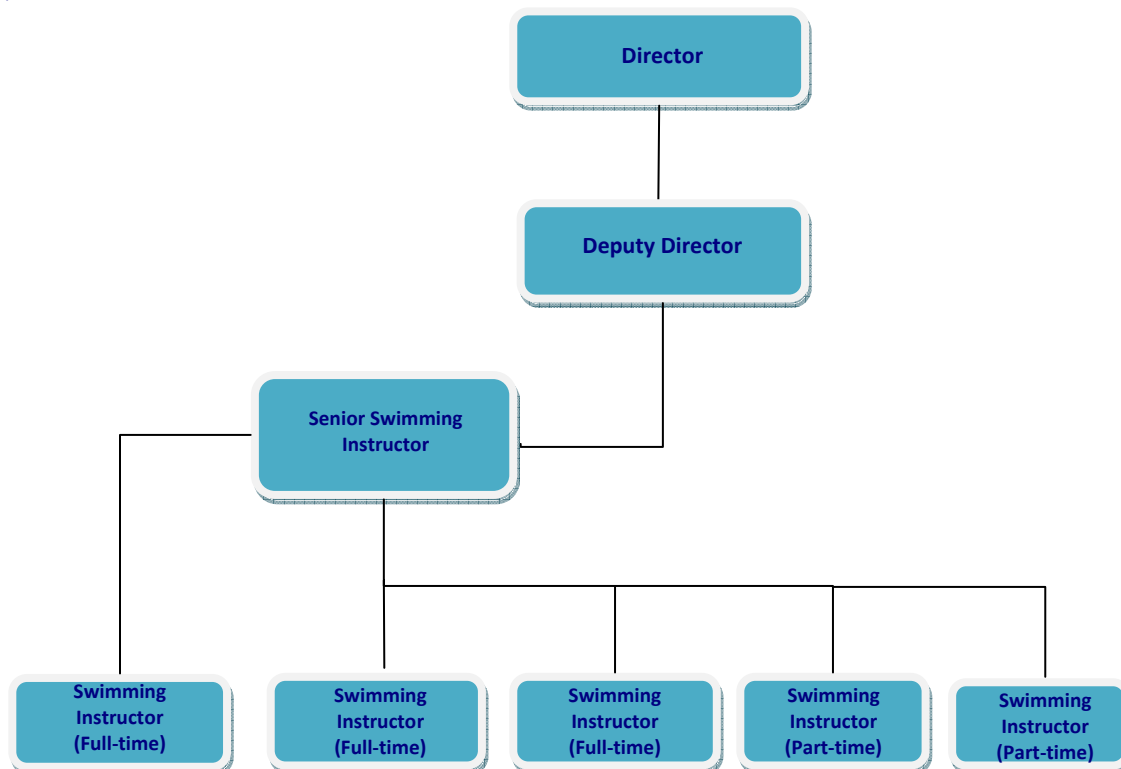
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3. PRINCIPAL ACCOUNTABILITES

- | | | |
|------|---|------------|
| (i) | Coaching and instructing of groups/classes. | 40% |
| (ii) | Develop and Implement training/swimming programmes that are specific to the Department's goals. | 5% |

(iii)	Assist the Cayman Islands National Swimming Association where needed.	10%
(iv)	Provide supervision, support and training to Swimming Instructors.	10%
(v)	Scheduling of hours of operation and verification of TRS for Swimming Instructors.	5%
(vi)	Responsible for the collection of fees for all swimming programmes.	5%
(vii)	Develop and coordinate a minimum of three (3) annual, or as agreed with the Director, swimming camps.	2%
(viii)	Scheduling and conducting of 6 to 10 special swimming events annually.	5%
(ix)	Prepare periodic reports and provide guidance in regards to the swimming programmes' budget requirements.	1%
(x)	Liaise with other Government Departments, Cayman Islands Swim Association, Swim Clubs (GCM & CYB) and other interested parties.	2%
(xi)	Responsible for ensuring that water filters and pumps are functioning and maintenance operations, including monitoring and testing of the swimming pool water quality, which should be conducted in accordance with stated procedures and guidelines.	5%
(xii)	Liaise with the media to update the public on new programmes and the progression of existing programmes.	1%
(xiii)	Procurement of supplies and ensuring that items purchased are safely stored and maintained.	2%
(xiv)	Liaise with external agencies to keep abreast with standards and developments in swimming.	2%
(xv)	Maintenance of the filing system and inventory control.	2%
(xvi)	Ensure proper supervision of persons using the facilities.	3%

4. ORGANISATION CHART



5. BACKGROUND INFORMATION

The Department of Sports is established to implement the policies of the Ministry, for the provision of Sports, recreation services and gender equality.

It advises on Sport Policies, Physical Education Curriculum, school sports and youth competitions/activities, determines training needs, formulates development and high performance athlete's programmes, and formulates programmes to facilitate the empowerment of young people and keep abreast of technological, scientific and their changes that may impact the effectiveness of the development of sports.

The Government of the Cayman Islands has given a commitment to addressing the needs of young people as expressed in the existing Sports and Youth Policies. It also recognizes the importance of a healthy society and adheres to the philosophy of "Sports for All" which includes the elderly, the mentally and physically challenged.

It has begun the process by enhancing the provisions for athlete's development and integrating education and sports. In doing this, it is important that the postholder

work closely with the Ministry and the various development agencies for the community.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

- The postholder must possess a Bachelor's degree in Physical Education or in a related field with five (5) years' experience, or 10 years' experience as a swim coach with an established and reputable institution.
- The postholder must possess Coaching qualification of a National Champion Standard, with performance and practical qualifications allowing for mentoring and supervision of entry level coaching qualifications.
- Must have current Certified Aquatic Manager Accreditation or Certified pool operations license.
- Must have current recognized safety certification relevant to teaching swimming in a public pool (*First Aid, CPR and Life-guarding qualification*).
- Must have experience with a variety of adults and children ranging from 4 to 18 years of age, including those who are physically and mentally challenged.
- Ability to design and implement effective swimming programmes for adults and children.
- Excellent interpersonal and communication (*oral & written*) skills
- Strong management skills
- Excellent organizational skills

7. ASSIGNMENT AND PLANNING OF WORK

Assignments and work planning are ongoing activities. Quality of work is reviewed and evaluated by a senior officer through reporting, discussions, and on-site visits.

8. SUPERVISION OF OTHERS

The postholder is required to supervise all swimming instructors, support staff and volunteers.

9. OTHER WORKING RELATIONSHIPS

Must establish workable relationships with personnel of the Government departments and agencies that may provide a service function to swimming and swimming facilities, Interest groups, sponsors of swimming events, volunteers, FINA and other sporting organizations would constitute our clientele.

10. DECISION MAKING AUTHORITY AND CONTROL

Guided by public Service Regulations and Departmental decision; decision making authority and controls are in the following areas:

- Purchasing requirements and suppliers
- Staff coaching assignments and hours of work
- Pool maintenance activities
- Programmes, Registration, Nature of classes
- Any decision making authority that may be delegated by the Appointing Officer.

11. PROBLEMS/KEY FEATURES

Due to the Limited space at the swimming facility, the need to effectively balance the needs of the department programs, swim club programs and national programs can be challenging. However, the post holder is expected to foster a harmonious relationship with stakeholders and efficient coordination of the pool for the growth and development of the sport.

It is also imperative to ensure that pool safety remains a top priority and that all pool staff members conduct themselves according to workplace rules and public servant standards.

The post-holder frequently has to work among persons of different cultures, ages and genders. Consequently, there will be a multiplicity of perceptions, standards, interests and needs which sometimes differ from those of the local community. The post-holder has to possess excellent interpersonal skills, maturity, and professional discipline.

12. WORKING CONDITIONS

- Required to work outdoors with long exposure to the elements of nature, such as ultra violet rays, rain, and varying wind conditions.
- Safety precautions and constant vigilance are necessary at all times to avoid incidents and the risk of incurring legal liabilities.
- Must be physically capable and of good health to deal with the demands of the job.

Agreed to by:

Jobholder: _____

Signature: _____

Date: _____

Ministry/Department Head: _____

Date: _____

Employment Application



Post Applied for:

Ministry / Portfolio / Department:

IT IS IMPORTANT THAT YOU READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM. THE FORM **MUST BE COMPLETED FULLY** USING BLACK INK OR TYPE. ATTACH ADDITIONAL PAGES IF NEEDED.

INCOMPLETE APPLICATION FORMS OR APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. YOU MAY ATTACH A C.V. IN SUPPORT OF YOUR APPLICATION IF DESIRED.



Section 1: Personal Details

Last Name :

First Name:

Middle Name(s):

Any other names used in educational or work background:

Mailing Address:

Street Address:

Email address:

Telephone Contact Numbers

Home:

Cell:

Work:

May we contact you at work?

Yes

No

Your date of birth:

Nationality:

If you are not Caymanian, what is your Immigration status in the Cayman Islands?

Permanent Resident

Work Permit Holder

Work Permit Expires

dd

mm

yyyy

Other

If you are successful in your application, evidence of your Immigration Status will be required prior to appointment.

Have you been previously employed within the Cayman Islands Civil Service?

Yes

No

If yes, please indicate post(s) held and dates of service



Section 2: Present Employment

(If now unemployed give details of last employer)

Name of Employer:

Department/Section:

Address:

Post Title:

Date of Appointment:

Salary:

Brief description of duties:

Period of Notice Required:

Last day of service (if no longer employed):

Reason for leaving (if no longer employed):



Section 3: Previous Employment

(Most recent employer first. Please cover the last 10 years. Continue on a separate sheet if necessary.)

1. Name of Employer:

Address:

Position Held:

Period of Employment:

mm

yyyy to

mm

yyyy

Summary of Duties:

Reason for Leaving:

2. Name of Employer:

Address:

Position Held:

<input type="text"/>	Period of Employment:	<input type="text"/>	mm	yyyy	to	<input type="text"/>	mm	yyyy
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Summary of Duties:

Reason for Leaving:

3. Name of Employer:

Address:

Position Held:

<input type="text"/>	Period of Employment:	<input type="text"/>	mm	yyyy	to	<input type="text"/>	mm	yyyy
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Summary of Duties:

Reason for Leaving:



Section 4: Education

(Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.)

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details

Current Membership in any Professional/Technical Associations – Please state level of Membership:

Continue on a separate sheet if necessary



Section 5: Training and Development

(Any training & development courses or non-qualification courses which support your application.)

Title of Training Programme or Course	Length of Course	Area (s) of Focus

Continue on a separate sheet if necessary



Section 6: Personal Statement

(Explain why you are applying and how you meet the requirements set out in the job description.)

Continue on a separate sheet if necessary



Section 7: Dependants *(Limited to a spouse and / or dependent children under the age of 18. Overseas applicants should list only those who would accompany them for the duration of the contract)*

Number of Dependents:



Section 8: Convictions

Have you ever been convicted of a criminal offence?

If yes, please submit full details of the conviction within a sealed envelope together with this application form. Mark the envelope "Confidential - for the attention of the HR Manager". The envelope will only be opened if you are short listed for interview. A conviction will not necessarily disqualify an applicant.



Section 9: References

Please give the names and details of two individuals who may be contacted for work-related references. If you have not been employed, provide an academic and character reference. If self-employed, give your business name and supply business references.

	Reference 1
Name:	<input style="width: 95%; height: 20px;" type="text"/>
Position (job title):	<input style="width: 95%; height: 20px;" type="text"/>
Work Relationship:	<input style="width: 95%; height: 20px;" type="text"/>
Organisation:	<input style="width: 95%; height: 20px;" type="text"/>
Address:	<input style="width: 95%; height: 60px;" type="text"/>
Telephone no.:	<input style="width: 95%; height: 20px;" type="text"/>
E-Mail:	<input style="width: 95%; height: 20px;" type="text"/>

This referee may be contacted:

- at any stage during the recruitment process
- only if shortlisted
- only if I am the preferred candidate

	Reference 2
Name:	<input style="width: 95%; height: 20px;" type="text"/>
Position (job title):	<input style="width: 95%; height: 20px;" type="text"/>
Work Relationship:	<input style="width: 95%; height: 20px;" type="text"/>
Organisation:	<input style="width: 95%; height: 20px;" type="text"/>
Address:	<input style="width: 95%; height: 60px;" type="text"/>
Telephone no.:	<input style="width: 95%; height: 20px;" type="text"/>
E-Mail:	<input style="width: 95%; height: 20px;" type="text"/>

This referee may be contacted:

- at any stage during the recruitment process
- only if shortlisted
- only if I am the preferred candidate

Please tick the relevant boxes above. A job offer will not be made without 2 satisfactory references.

Section 10: Declaration

Please complete and sign the following declaration. If you are returning this form by email, you will be asked to sign your application form if called for an interview.

I hereby certify that:

- the information I have provided on this form is correct to the best of my knowledge, and may be verified by the Cayman Islands Government prior to my appointment
- all questions have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Please initial

I understand and agree that, if offered employment I will be required to:

- undergo a pre-employment medical to ascertain my health status. Adverse results of such examinations may result in the withdrawal of the offer of employment
- provide proof of my qualifications
- provide a police clearance certificate from my country of residence

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be in accordance with the requirements in the Cayman Islands Government's Public Service Management Law (2005) and Personnel Regulations (2006). If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

By signing this application you authorize representatives of the Cayman Islands Government to collect and/or verify any information that is relevant in support of your application.

Signed: _____ **Date:** _____

NOTE: FAILURE TO DISCLOSE RELEVANT DETAILS OR GIVING MISLEADING INFORMATION WILL CAUSE YOUR APPLICATION TO BE REJECTED OR IF YOU ARE APPOINTED IT COULD LEAD TO TERMINATION OF CONTRACT.

Candidates will receive written notification that their applications have been received. Candidates will normally be notified within 3 weeks if they have been selected for interview.

RETURNING THIS FORM:

Please respond to the address provided on the advertisement for the position.

Thank you for your interest in working for the Cayman Islands Government.

For Official Use Only

Reference Number:	
Closing Date:	
Application Received:	
Date Notified of Outcome:	

Guidance on your Employment Application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview, and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. **We require all applicants to fully complete all sections of our application form.** This is to ensure that information about candidates is presented in a standard format. You may, in addition, attach a copy of your CV, if desired, but your application form must still be completed in full.

How we shortlist

The job description outlines the main responsibilities and duties of the post, as well as the knowledge, skills, abilities, experience and qualifications that you require to fulfill these duties. When we shortlist, we look at the match between the requirements for the position as described in the job description and the information provided in your application form.

How to complete your application form

General Hints

- Read the job description before you start
- Use **black ink** so that we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for, and list the number of attachments on the main application form. This allows us to check that we have all the information you want us to have before we shortlist
- Keep a copy of the application form for your own records

Date of Birth (Section 1, page 1)

This information will enable us to determine benefits entitlements, i.e. pension eligibility, and other terms and conditions (e.g. duration of contract).

Relevant evidence (Section 1, Page 2)

If you are successful in your application, you will be required to provide relevant evidence of your immigration status prior to your appointment. Relevant evidence includes original or certified copies of the following:

- **For all persons:** your birth certificate
- **For Caymanians:**
 - For persons born in the Cayman Islands prior to March 27 1977: birth certificate
 - For persons born in the Cayman Islands after March 27, 1977: birth certificate and proof that at least one parent is Caymanian
 - for Status Holders: Caymanian Status Certificate

- **For Permanent Residents:** A Permanent Residency Certificate
- **For Persons married to a Caymanian:** An Employment Rights Certificate
- **For Government Employee:** no additional information required
- **For Student:** Student visa approval letter or passport endorsement
- **For Visitor:** visitor's endorsement in passport
- **For Work Permit Holder:** Current Work Permit letter, ID Card number or passport endorsement
- **Dependant of WPH:** endorsement in passport or letter from the Cayman Islands Immigration Department, naming individual as a dependent
- **Dependant of Government Employee:** no additional information required

Personal Statement (Section 6, Page 5)

- This is the **most important part** of the form and is your opportunity to show us how you meet the requirements for the post you are applying for, i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job
- You can use the criteria in the job description as headings and give examples of your experience and skills under each heading
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment
- Use clearly labeled continuation pages if required
- Check you have demonstrated how you meet all the essential requirements of the post. The short-listing panel cannot guess or make assumptions about your work experience.
- **Remember that we use the requirements stated in the job description to shortlist-if you do not therefore clearly demonstrate how you meet these requirements, it is unlikely that you will be short-listed for interview.**

Dependants (Section 7, Page 6)

A dependent child includes a step-child, a child legally adopted or a foster child.

Convictions (Section 8, Page 6)

The Government of the Cayman Islands requires all applicants to disclose criminal convictions. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offences(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful. All information should be provided in a sealed envelope and marked "*Confidential-For the attention of the HR Manager*".

Applicants are not required to disclose convictions which are deemed spent, in accordance with the Cayman Islands Rehabilitation of Offenders (1988 Revision).

References (Section 9, Page 6)

We will contact your referees prior to interview unless you have ticked the boxes on the application form indicating that we should not do so. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

OTHER IMPORTANT INFORMATION

“Confidential – for the attention of the HR Manager”

All information provided on a “Confidential-for the attention of the HR Manager” basis is withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Confidentiality

The information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be in accordance with the requirements in the Cayman Islands Government’s Public Service Management Law (2005) and Personnel Regulations (2006). If you accept a post, your personal information will be held for purposes relating to your Employment Agreement.

By signing this application you authorize representatives of the Cayman Islands Government to collect and/or verify any information that is relevant in support of your application.

Evidence of Qualifications

If invited to interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. You will be required to submit original or certified copies of your education certificates, diplomas, degrees, etc.

If the post requires you to drive for official business you will be required to present to your manager, upon appointment, a Cayman Islands drivers’ license.

Pre-employment Medical

Where an appointment is offered, you will be required to undergo a medical examination. The relevant form will be forwarded to you for completion *by a qualified medical practitioner*.

WHAT DO I DO NOW?

Once your application form is complete and you are happy that you have provided all the information we require, please send your application to the address shown on the job advertisement.

You will receive confirmation that your application has been received. Candidates selected for interview will normally be notified within three weeks of the closing date.