



CBSC Swim Hiring Committee

To: 2026 CBSC Swim Coach Applicants:

This notice provides information for those wishing to apply as a swim coach for the summer of 2026. We will not be sending a reminder of this information so please note the important dates.

Swim coach positions require a commitment of 8 weeks from June 26, 2026 to August 23, 2026. For Head Coach positions, there will be planning and meetings up to two weeks prior to June 26, 2026.

Please be prepared to commit for the full 8 weeks. Inform your family regarding your 8 week commitment so they can plan summer activities accordingly. If circumstances arise after your application is submitted which will impact your ability to meet the 8 week commitment, it is imperative that you contact us ASAP. If you later request time off or an absence that we were not made aware of at the time of your application, we may be required to change the terms of your employment.

All coaching positions require attendance and participation in a variety of fun volunteer events that the Club offers, including foot races and dances, in addition to scheduled shifts and staff meetings.

If you would like to apply for a position with CBSC for summer 2026, please email your application (including all information specified below) to swimhiringchair@cbswimclub.ca by **January 15, 2026**.

Thank you,
Swim Hiring Committee

ALL APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2026

Application Requirements:

1. A cover letter describing:
 - Your past work experience with CBSC. (Leaders should specify the club programs you have participated in and the number of years i.e. art swim – 4 years).
 - Clearly specify which areas of the swim program you are interested in working in, and at what level (coach or head coach) including: volleyball, competitive or developmental swimming, diving, lifeguarding, lifesaving Bronze courses, artistic swimming, developmental or competitive water polo, triathlon and swimming lessons.
 - What experience you have outside of the Club in the areas you are applying for.
2. Current résumé.
 - List all your current qualifications, see requirements below. At this time, please do not submit any copies of your qualifications, these will be requested later in the hiring process.
 - Your application MUST also include the following contact information:
 - email address
 - mailing address complete with postal code
 - cell phone number

Do not send in letters of reference. If they are needed, we will specifically request them. Please note we will not accept references from CBSC coaches.

Qualification Requirements:

- All swim coaches must have successfully completed the CBSC Swim Leaders program.
- All swim coaches must obtain the Lifesaving Society Swim for Life - Swim Instructor qualification.
- All swim coaches must have a current National Lifeguard (NL).
- Lifesaving coaches (Bronze courses) must have a current Lifesaving Instructor (LSI).
- Head Competitive Swim, Head Competitive Artistic and Head Competitive Water Polo Coaches must have NCCP Level One or equivalent certification. *
- Head Coaches see other NCCP recommended courses below
- All swim coaches 16 or older before August 30, 2026 must provide a criminal records check.
- All BCSSA registered coaches for competitive programs must complete the NCCP Safe Sport training (multi-sport module).

Please ensure you are able to complete any recertifications by June 2026. Please be mindful of when your qualifications may expire. If you are required to upgrade your qualifications in the spring of 2026 and/or do not have current certification, please provide details in your cover letter as to the location and date of the upgrade courses that you will be taking.

Hiring Process:

Your application will be considered primarily based on the following criteria:

- Qualifications
- 2025 and prior coach/leader evaluations
- Experience (CBSC and related)
- Past involvement with CBSC
- Participation in competitive programs with CBSC
- The number of summers previously worked with CBSC

We are looking for energetic individuals who are enthusiastic about working with children, are skilled at teaching swimming and sportsmanship while demonstrating an ability to keep children engaged in a fun, inclusive and safe environment. CBSC Coaches should display positive role model behaviour at all times and contribute to a supportive and positive work environment.

***CBSC Swim requirements/recommendations for Head Coaches in 2026:**

We are working on being in compliance with BCSSA coach certification recommendations and to enhance the level of training of our Head Coaches. We hope the Head Coaches of all programs will have enhanced training through the National Coaching Certification Program (<http://coach.ca/>).

Head Coach Comp Swimming: Required- NCCP Fundamentals Swim Coach (Swimming 101) – certified or trained and in the process of obtaining certification; Required - NCCP Make Ethical Decisions

Head Coach Comp Water Polo: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice; Community or Regional Referee Certification

Head Coach Artistic Swimming: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Developmental Swimming: Required- NCCP Make Ethical Decisions; Recommended – NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Triathlon: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Volleyball: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice

Head Coach Developmental Water Polo: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice