



## JOB POSTING

Swimming Instructor  
Casual Part-time Opportunity

**About You:** You are knowledgeable about aquatics, and water safety. You are passionate about providing the public and your co-workers with exceptional customer service experiences and keeping everyone safe at the pool. You enjoy being the face of the Township and exceeding expectations. You value making a difference for the public and aspire to grow as a member of the broader Loyalist Township team and contribute to a great work environment.

**About Us:** This role is an essential part of our Recreation team. We are getting ready to re-open and welcome back our patrons! We are excited to get going. We value respect and working together. We also like to have fun while accomplishing great things for our Residents!

Loyalist Township is committed to reaching our full collective potential as an employer of choice. We offer excellent pay and access to benefits, including a free membership at the Recreation Centre and free counselling services for staff and their families. Service to our community and each other is what we do.

*Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.*

Loyalist Township invites applications for the following casual part-time position:

File No: 2021- 50 Swimming Instructor  
Hours: Part-time  
Hourly Rate: \$14.91 - \$18.69  
Closing: November 14<sup>th</sup> , 2021 11:59 PM

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



## JOB DESCRIPTION

**POSITION TITLE:** SWIMMING INSTRUCTOR  
**DEPARTMENT:** COMMUNITY & CUSTOMER SERVICES  
**REPORTS TO:** AQUATIC COORDINATOR  
**CATEGORY:** CASUAL PART-TIME  
**UPDATED:** JULY 2021

---

### **POSITION SUMMARY:**

Reporting to the Aquatic Coordinator, the Swimming Instructor is responsible for providing a safe aquatic environment and delivering high quality instruction in Red Cross and Lifesaving Society programs. The hours of operation vary and may include some weekends, evenings and statutory holidays.

### **MINIMUM QUALIFICATIONS:**

- Must be minimum sixteen (16) years of age
- \* National Lifeguard Award (NL)
- \* Canadian Red Cross Water Safety Instructor (WSI) Certification
- \* Lifesaving Society Instructor Certification (Bronze Instructor) is an asset
- \* Standard First Aid with CPR "C" (minimum) from WSIB recognized certifying body
- Experience working within the aquatic field preferably in a municipal environment
- Previous customer service experience
- Reliable transportation
- An acceptable criminal reference check (CPIC), including vulnerable sector screening, completed within the last six months (if over 18)

\* Qualifications must be kept current.

### **SKILLS, ABILITIES, AND KNOWLEDGE REQUIRED:**

- Exhibit outstanding public relations skills in all interactions
- Highly self-motivated and able to work independently in a team environment with a demonstrated ability to establish effective working relationships
- Ability to take initiative and complete work in a detail oriented and timely manner
- Ability to work a varied schedule, including evenings and weekends

### **DUTIES AND RESPONSIBILITIES:**

- Follow all policies and procedures in the pool procedure manual as set out by the Municipality and Provincial Legislation to ensure a safe aquatic environment

- Provide a fun and safe aquatic environment for patrons
- Maintain the pool facility as per current Ontario Health Regulations including appropriate maintenance documentation
- Instruct the Red Cross Learn to Swim Programs in accordance with the Canadian Red Cross Society standards
- Evaluate the program participants on an on-going basis during each session
- Set up any needed equipment before classes start and clean up equipment from the deck when the lessons are done
- Report any broken or damaged equipment to the Aquatic Program Coordinator
- Enforce pool rules and policies in a polite and professional manner
- Complete administrative tasks such as updating class rosters, worksheets, recording class attendance, distributing progress cards, badges, or stickers
- Respond to emergencies according to NL standards and/or Red Cross IERs standards, and/or Loyalist Township's policies and procedures, including reporting all incidents.
- Work as part of a team, communicate effectively with staff, volunteers, and members in all situations
- Responsible as an employee for health and safety, including working safely within requirements of legislation and policies, reporting hazards, and maintaining a safe and clean environment
- Responsible to fill out incident/accident forms when required
- Other duties as assigned

### **WORKING RELATIONSHIPS:**

#### **Internal:**

Daily communication with Recreation and Municipal staff

#### **External:**

Daily interaction with Township residents and patrons

*Primarily, aquatic environment working conditions apply. May be standing for long periods. Some moderately heavy lifting, with occasional heavy lifting during set-up procedures. May have exposure to smells such as pool chlorine. Ability to walk, climb stairs or otherwise travel around the facilities is required.*

*The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.*