

TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

JOB TITLE: Swim Instructor / Lifeguard

DEPARTMENT: Recreation

RESPONSIBLE TO: Recreation and Volunteer Coordinator

INDIRECTLY RESPONSIBLE TO: Manager of Administrative and Community Services

MAIN PURPOSE

Develop and teach swimming lessons for various age groups under the direction of the Recreation and Volunteer Coordinator. Ensure proper documentation is maintained with regards to recreational programming. Work with minimal supervision and provide high levels of customer service in all duties performed.

KEY RESPONSIBILITIES

1. Provides swimming instruction, skill evaluation, and safety supervision of participants, accident prevention, rescue skills and public relations.
2. Plans, conducts, and implements safe and educational swimming lessons.
3. Ensure that the proper equipment is in place and operational and that the equipment is stored away after use.
4. Ensures compliance with Ontario Health Regulations and all relevant legislation and Township Policy and Procedures.
5. Perform tasks to support the program including report cards and worksheets.
6. Instructors are always responsible for class safety. They must be continually aware of actual or potential dangers to participants and practice preventative lifeguarding including accident and incident prevention i.e., behavioral concerns, potential accidents, or collisions.
7. Works as part of a team and ensures good communication.

SKILLS AND KNOWLEDGE

1. Must demonstrate the ability to work without supervision.
2. Must be observant and attentive to detail.
3. Must be highly motivated to work both independently and within a team environment.
4. Must be courteous and tactful in dealing with coworkers and the public.
5. Knowledge and ability to evaluate water conditions to identify any potential dangers or hazards.
6. Ability to adjust swimming lessons and activities as necessary to ensure the safety of the visitors and other staff.

EDUCATION AND EXPERIENCE

1. Must be 16 years of age.
2. Valid Standard First Aid with CPR (Level C) from a WSIB approved agency.
3. Current LSS National Lifeguard-Pool OR current LSS National Lifeguard-Waterfront (NL)
4. Current LSS Swim Instructor
5. Satisfactory police check with vulnerable sector check (if 18 years or older)
6. A valid Class "G2" driver's license or higher with reliable transportation

Note: All qualifications must be current for the entire period for the contract and certificates copies required.

WORKING CONDITIONS

Working in outdoor environments.

Must be physically fit to perform the essential duties of the job.

Frequent interaction with the public.

Travel to and from work sites.