



**THE CORPORATION OF THE TOWNSHIP OF KING
JOB DESCRIPTION**

JOB TITLE: Aquatics Instructor

CLASSIFICATION: Contract, Seasonal

DEPARTMENT: Community Services

SALARY LEVEL: \$19.50 - \$22.50 (Instructor)

LOCATION: Township of King Recreation Centres

JOB PROFILE:

Function:

Under the supervision of the Lead Hand – Aquatics and Inclusion Services, the Aquatics Instructor are responsible to lifeguard, lead swim classes with the Lifesaving Society's Swim for Life and Lifesaving Programs, prepare lesson plans and instruct and evaluate students.

Reports to:

- Lead Hand – Aquatics and Inclusion Services

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Provides swimming instruction, skill evaluation and safety supervision of participants.
- Plans, conducts and implements safe and educational swimming lessons.
- Will lead specific drills/instruction according to prepared lesson plans while creating a fun, safe and positive learning environment to participants of all ages.
- Need to complete report cards and worksheets in a constructive and timely manner.
- Provides good customer service and engages with participants to provide education about potential hazards and safe practices.
- Performs general pool maintenance and cleaning functions
- Maintains and cleans pool areas, washrooms, changerooms, grounds and work areas.
- Maintains complete and accurate records of incidents and accidents, swimming occurrences, missing persons, daily maintenance, opening and closing procedures and any other forms and reports to immediate supervisor for follow-up

and takes appropriate action.

- Understands and adheres to all legislated requirements, policies and procedures, including emergency procedures and Health and Safety Standards.
- Models and practices HIGH FIVE® – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).

Qualifications:

- Lifesaving Swim Instructor & Lifesaving Instructor
- Valid Standard First Aid & CPR/AED Level C Certification
- HIGH FIVE® Principles of Healthy Child Development (PHCD) certification
- HIGH FIVE® Quest 2 certification is an asset.
- Ability to react calmly and effectively in emergency situations.
- Ability to follow routine verbal and written instructions.

Conditions of Employment:

- Applicants must be at least 15 years of age
- Required to submit a vulnerable sector screening to the Town.
- Required to work various shifts weekdays mornings, daytime, afternoons, evening and weekend shifts.
- Employees are responsible to recertify all of their required certifications before they expire.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____