



Making life better in King

THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Aquatics Leadership Instructors	CLASSIFICATION: Part Time/Contract
DEPARTMENT: Community Services	SALARY LEVEL: \$25.00 - \$35.00/hour (2024 Rate)
	Leadership Instructor Teaching/Examination Levels: \$25.00/hr – Bronze Examinations \$30.00/hr – Standard First Aid Courses/Examinations \$35.00/hr – National Lifeguard Courses/Examinations, Swim & Lifesaving Instructor, Examiner, Aquatic Supervisor
LOCATION: Township of King Recreation Centres	

JOB PROFILE:

Function:

Reporting to the Lead Hand – Aquatics and Inclusion Services, Aquatic Leadership Instructors are responsible for teaching and evaluating Advanced Leadership Courses and Examinations to the certification standards of the Lifesaving Society while ensuring Township of King policies and procedures followed. All Leadership Instructors are hired in the position of the highest-level certification they currently hold.

Reports to:

- Lead Hand – Aquatics and Inclusion Services

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Aquatic Leadership Instructors are responsible for planning, preparing, delivering, tracking attendance, and corresponding paperwork attached for the course along with submitting payroll.
- Leadership Instructors are responsible for the safety and supervision of all candidates for the duration of the course timelines in both the classroom and pool settings.
- Lead specific drills/instruction according to prepared lesson plans while creating a fun, safe and positive learning environment to participants of all ages.
- Wear appropriate teaching attire, always carry an aid and whistle while on the pool deck.
- Ability to perform rescue skills at the Lifesaving Society's National Lifeguard Standard.

- Excellent customer service and communication skills, both verbal and written.
- Participates in all mandatory staff training and meetings and familiar with the facility's emergency procedures.
- Be familiar with the Lifesaving Society program standards for Aquatic Leadership courses.
- Proven written and verbal communication skills with the ability to communicate with honesty, openness and respect.
- Contributes to building and being a part of a positive culture.
- Advises Lead Hand – Aquatics and Inclusion Services of any customer service issues, complaints or inquiries.
- Complete accident and incident reports immediately following an accident or incident.
- Understand and follow all applicable facilities, aquatic, municipal policy and procedures, including Health and Safety, to ensure the aquatic facility remains safe, clean and healthy.
- Ensures the site, equipment and supplies are appropriate to the activity and environment to reduce and minimize risk to other staff and participants.
- Models and practices HIGH FIVE®- Principles of Healthy Childhood. Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Performs other duties as assigned.

Qualifications:

- Aquatic Leadership Instructors are responsible to be current in all Lifesaving Society teaching and examination certifications for assigned courses, in addition to the following.
 - Lifesaving Bronze Examiner
 - Lifesaving National Lifeguard (Pool)
 - Standard First Aid & CPR C
 - Instructor Trainer – Swim & Lifesaving
- Aquatic Leadership Instructors must teach a minimum of one course per year and must attend any mandatory trainings required by the Township of King.
- Minimum age of 18 years or older.
- Excellent communication, programming, and leadership skills.
- Satisfactory Police Vulnerable Sector Check.
- HIGH FIVE® Principles of Healthy Child Development (PHCD) certification; Quest 2 certification an asset.

Conditions of Employment:

- Required to deal courteously and effectively with the general public, staff and other departments.
- Required to work in an Aquatics Hall setting.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development, Standard First Aid and CPR-C and submission of a Vulnerable Sector Screening are required.
- Required to work various shifts weekdays mornings, daytime, afternoons, evening and weekend shifts.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____