



Date: May 27, 2026

DRAFT

LIFEGUARD / INSTRUCTOR

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Aquatic Coordinator, with on deck leadership from Aquatic Leader.

Coordinates with: With Aquatics Team and Recreation/Culture staff.

2. KEY RESPONSIBILITIES

Under the direction of the Aquatic Coordinator employees in this position are responsible for working with other pool staff members according to the policies, procedures and practices set out for the Lets'emot Regional Recreation and Aquatic Centre (LRRAC). This includes, but not limited to, accident prevention and response; aquatic safety promotion; swim lesson instruction and administration; facility maintenance; general office administration; customer service; and shift supervision.

General Duties

- Performs lifeguarding duties, ensuring the safety of patrons utilizing the aquatic facility and supervising the use of the swimming and related recreation areas
- Performs custodial and janitorial duties related to the aquatic facility
- Performs scheduled maintenance tasks with respect to pool water, facility, and equipment
- Conducts instructional and recreational aquatic programs for a variety of community groups regardless of ages, stages and abilities
- Performs basic administration tasks and processes
- Prepares and maintains a variety of records related to the work
- Assists in any aquatic related special events
- Performs related work as required

3. REQUIRED QUALIFICATIONS

- Sound knowledge of the theory and practice of lifesaving, artificial respiration and first aid
- Working knowledge of teaching methods and group leadership techniques emphasizing instruction in water safety and aquatic skills
- Working knowledge of pool chemistry, of water filtration, chlorination, heating and related pool equipment and procedures
- Ability to display sound aquatic skills and to instruct in these skills at standards set by relevant authorities
- Ability to establish and maintain effective working relationships with officials, employees and patrons in a team oriented environment
- Ability to prepare and maintain records relating to the work
- Minimum one year of aquatic related experience

4. REQUIRED LICENCES AND CERTIFICATES

- Current National Lifeguard (NL) – Pool Option
- CPR Level (C) Award
- Lifesaving Swim Instructor Certificate
- Lifesaving Society Instructor Certificate (Preferred)
- Standard First Aid Certificate (or equivalent)
- Pool Operator Level 1 (preferred).
- Obtain and maintain a clear RCMP Police Information Check (Vulnerable Sector).

5. WORKING CONDITIONS

The employee may work up to eight (8) hours in a day and seventy-five (75) hours per pay period, consisting of fourteen (14) days. These hours may vary from day to day.

As per Policies and Procedures and the Collective Agreement of the District of Kent.