
TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT
AQUATIC SERVICES JOB DESCRIPTION

Position Title: Master Instructor Aquatics / Leadership
Reports To: Recreation Coordinator – Aquatics
Pay Code: 8316

Current Revision: January 2023
Next Revision: January 2026

PRINCIPLE RESPONSIBILITY

To conduct advanced aquatic leadership classes in a safe, enjoyable environment demonstrating good class control and advanced training as related to the specialized program.

QUALIFICATIONS

Current within 2 years: L.S.S. National Lifeguard Award (NL), Standard First Aid with CPR (Level C), LSS Swim Instructor & LSS Lifesaving Instructor, LSS EFA Instructor, LSS Examiner, Satisfactory Criminal Records Check (Security Clearance and Vulnerable Sector Screening) current within 30 days of submission
High Five Principles of Healthy Child Development preferred

Must hold current qualifications pertinent to their discipline as follows:

COURSE

LSS Assistant Swim Instructor
LSS Swim Instructor
LSS Lifesaving Instructor
LSS Standard First Aid
LSS National Lifeguard
LSS Aquatic Supervisory Training
LSS Exams

CERTIFICATE

LSS Swim Instructor Trainer
LSS Swim Instructor Trainer
LSS Lifesaving Instructor Trainer
LSS First Aid Instructor
LSS NL Instructor
AST Instructor
LSS Examiner Designation appropriate to the Level

Note: All qualifications must be current for the entire program session (e.g. Fall, Winter, Spring, Summer) for which the employee has been hired. Verified copies of all awards must be kept on file with Aquatic Services.

PHYSICAL REQUIREMENTS

- Vision requirement of 20/20 corrected
- Ability and fitness level to perform lifeguarding and rescue skills at or above the standard of their highest award

PRIMARY DUTIES

- Prepares and follows a creative lesson plan for each class within accepted program provider standards, and Town of Oakville operating procedures.
- Conducts classes to meet the needs, ages, and level of development of the participants in the class.
- Responsible for teaching advanced levels of aquatic leadership including e.g. NL, Instructor Training courses, Standard First Aid. Unless otherwise specified the Instructor is responsible for examining the class they are assigned to.
- Sets an example and mentors other staff members and volunteers.
- Instructors are at all times 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.
- Ensures that participants have prerequisite qualifications and maintains neat, complete and accurate records of attendance and progress for all participants. Temporary cards are issued and test sheets submitted on the final day of the course. A detailed report outlining areas of concern regarding unsuccessful candidates will be submitted to the Recreation Coordinator on the final day of the course.
- All paperwork is completed outside of regular working hours.
- Follows appropriate channels of communication in dealing with staff and public. Concerns are forwarded to the deck supervisor and/or Recreation Coordinator in a timely manner.
- Works as part of the Aquatic Services team and ensures good communications with other instructors, lifeguards and the supervisory team. Alerts the Recreation Coordinator or deck supervisor of any problem that is either a potential danger to participants or a disruption of their enjoyment.
- Maintains effective public relations employing tactful, polite and helpful demeanor. Educates the public with respect to the content of programs offered by the Town of Oakville. Promotes water safety and supports Town policies and procedures.
- Set an example for, and mentor staff and participants.
- Other duties as assigned

THE MASTER INSTRUCTOR MUST:

- Be prepared to teach and demonstrate in or out of the water to meet the needs of the class.
- Ensure that they dressed in accordance with the Town of Oakville corporate dress code. The following are also considered acceptable in this setting; Aquatic Services uniform or Town of Oakville Logo clothing, clothing specific to the agency responsible for the course i.e. Lifesaving Society for Lifesaving courses, Red Cross for Red Cross courses.
- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted. The Town of Oakville reserves the right to cancel or change classes according to program needs.
- Complete a Facility Orientation prior to the start of the course.
- Have an understanding of Town of Oakville policies, emergency procedures, and fire safety plan and respond appropriately to all situations, executing proper rescue techniques and providing first aid where necessary.
- Ensure that all equipment is hung to dry and put away neatly after each class. Any damaged equipment will be brought to the attention of the supervisor on duty.