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

Position Title: Specialized Instructor and Personal Best Coach, Synchro Instructor

Reports To: Recreation Coordinator – Aquatics

Current Revision:

February 2023

Pay Code: 8317

Next Revision:

February 2026

PRINCIPLE RESPONSIBILITY

Conducts swimming classes in a safe, enjoyable environment, demonstrating good class control and safety supervision. This position requires additional experience and/or certification over base instructor requirements. Specialized Instructors teach courses such as Personal Best and Synchronized Swimming.

QUALIFICATIONS

Minimum Age:

Significant experience in the specialty program

15 Years

Current within 90 days:

Satisfactory Criminal Records Check (Security Clearance and Vulnerable Sector Screening) current within 30 days of submission

PRIMARY DUTIES

- Prepares and follows a creative lesson plan for each class within accepted program provider standards, and Town of Oakville operating procedures.
- Classes are conducted to meet the needs, ages, and level of development of the participants in the class.
- Instructors integrate special needs participants into mainstream programs, accommodating their needs as well as those of other participants
- 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 supervision including accident and incident prevention i.e. behavioral concerns, potential accidents or collisions.
- Maintains neat, complete and accurate records of attendance and progress for all participants including preparation of mid term and final progress reports. All comments on report cards must be relevant and written clearly with proper spelling. All learn to swim worksheets and leadership test sheets must be completed and handed in on the last day of program.
- 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 Head Instructor and/or on duty supervisor 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 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 demeanour. 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.
- Other duties as assigned

THE SPECIALIZED INSTRUCTOR MUST:

- Be prepared to teach and demonstrate in or out of the water to meet the needs of the class.
- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted.
- Wear the current Aquatic Services uniform at all times.
- 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.