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

**Position Title:** Master Instructor / Aquatics (synchro/diving/OLC)  
**Reports To:** Recreation Coordinator – Aquatics  
**Pay Code:** 8314

**Current Revision:** January 2023  
**Next Revision:** January 2026

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**PRINCIPLE RESPONSIBILITY**

To organize and deliver a quality recreation program in a specialized discipline, which may include a final presentation by the participants to the public.

**QUALIFICATIONS**

**Must hold current qualifications pertinent to their discipline:**

Springboard Diving	Learn to Dive Instructor
Synchronized Swimming	Recreational Synchronized Swimming Instructor
Oakville Lifesaving Club	Lifesaving Sport Coach Level 1
National Coaching levels are an asset	

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

**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.

**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.
- Responsible for designing and coaching advanced level synchronized swimming or diving courses and practices for OLC.
- Plans and delivers recital in the given area as a year-end wrap up to the program or attend swim meets outside regular program hours.
- 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. Ensures that participants have prerequisite qualifications and maintains neat, complete and accurate records of attendance and progress for all participants.
- 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 on 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 mentors staff, volunteers and participants
- Other duties as assigned
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**THE MASTER 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.