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

Position Title: Swim Instructor
Reports To: Recreation Coordinator – Aquatics
Pay Code: 8302

Current Revision: January 2023
Next Revision: January 2026

PRINCIPLE RESPONSIBILITY

Conducts swimming classes in a safe, enjoyable environment demonstrating good class control and safety supervision.

QUALIFICATIONS

Minimum Age: 15 Years
Current within 2 years: L.S.S. National Lifeguard Award (NL)
LSS Swim Instructor & LSS Lifesaving Instructor
Satisfactory Police Information Check with Police Vulnerable Sector Check (if 18 years or older) current within 30 days of submission
Current within 3 years: High Five – Principles of Healthy Child Development
Standard First Aid with CPR (Level C)

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 NLS standard.

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.
- 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.
- Maintains neat, complete and accurate records of attendance and progress for all participants including preparation of 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 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.
- Performs water tests and pool maintenance as required while adhering to all WHMIS legislation as it applies to assigned duties.
- Other duties as assigned

THE 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.