



## **The Corporation of the Township of Algonquin Highlands**

### **Employment Opportunity**

The Township of Algonquin Highlands Parks, Recreation and Trails Department is seeking one individual to fulfill the following seasonal position:

**Position:**                **Lead Swim Instructor**

**Contract Term:**        July 3 – August 16, 2024 including Saturday, June 1 (Registration Day) and Saturday, July 6 (Annual Kids Fishing Derby).

**Location of Work:**    Elvin Johnson Park, 1221 Old Mill Road, Algonquin Highlands ON

**Reports to:**              Recreation Coordinator or designate.

#### **Job Description**

The Lead Swim Instructor will be responsible to plan, organize and deliver high quality, stimulating children/youth swimming lessons and adult aqua-fit programs for all skill levels well acting as a supervisor to the assistant swim instructor;

- Provide onsite leadership and supervision for program delivery, ensuring adherence to program plans, health and safety guidelines and related industry swim program guidelines;
- Perform the duties of a supervisor for the assistant swim instructor as outlined under the Occupational Health & Safety Act;
- Act as the main point of communication with the Recreation Coordinator conducting regular check-ins, obtaining registration updates, submitting timesheets and program related materials;
- Instruct, teach and lead private and group swimming lessons as well as aqua-fit programs;
- Conduct skill level screening of participants in classes, including reviewing input from the assistant swim instructor and approve movement to appropriate swim level;
- Oversee the record keeping of participants progress and attendance throughout the classes and ensure materials submission to the Recreation Coordinator;
- Provide feedback to parents/guardians on participants progress;
- Work with the Recreation Coordinator to prepare lesson plans for all classes in accordance with the Lifesaving Society-Swim for life program;
- Ensure program delivery provides a high level of customer service;

- Oversee and direct the regular inspection of program equipment and ensure that it is in good working order prior to use and report any deficiencies to the Recreation Coordinator;
- Complete and submit accident/incident reports when necessary;
- Assist with the set-up of the swim equipment room at beginning of season;
- Attend a registration day for participant sign-up in June;
- Act as a lifeguard and assist in the delivery of the Annual Kids Fishing Derby on Saturday, July 6, 2024;
- Ensure that the swim equipment room and work space is maintained in a clean, safe and organized manner;
- Periodic light cleaning duties and stocking of onsite washrooms as assigned;
- Performs other duties as assigned.

### **Required Qualifications**

- Current National Lifeguard Waterfront Certification.
- Current Swim Instructor Certification.
- Current First Aid & Level C CPR Certification.
- High Five Certification (Principles of Healthy Child Development) would be considered an asset.

### **Preferred Skills**

The preferred candidate for this position will have;

- Progressive leadership experience performing the duties of a Swim Lesson Instructor;
- Experience supervising and leading recreation or swim programs, participants and related staff;
- Ability to provide high quality customer service with related experience or training;
- Demonstrated ability to show patience and understanding in instructing participants, explaining concepts in many ways, creating a welcoming and inclusive atmosphere;
- A positive and enthusiastic personality with confidence leading and speaking to small groups of people to give instructions and discuss progress reports;
- Comfort and experience using a tablet such as an IPAD and related software;
- Knowledge of worker and supervisor responsibilities under the Occupational Health & Safety Act;
- Preferred candidates will be required to submit a satisfactory Vulnerable Sector Check prior to being offered employment.

**Hours:** 8:30AM-3:30PM Monday - Friday. Some work on weekends and holidays may be required.

**Wage:** \$21.65- \$24.37 per hour

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however only those selected for an interview will be contacted.

Please submit your cover letter and resume by **3:00PM on Thursday, February 29, 2024** to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0  
Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)