



Part-Time INCLUSION SWIM INSTRUCTOR

Summer Student Position

Bring your **positive energy** and be a part of
Nova Scotia's **newest Regional Municipality**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

Under the supervision of the Aquatics Manager, **the Inclusion Swim Instructor is a key part of our energetic aquatic team, helping create an inclusive swimming lessons experience at the Hants Aquatic Centre!** In this role, you'll teach participants of all ages and abilities through adapting swimming lessons to meet their goals so they can feel supported in their learning and develop confidence in the water.

From encouraging first-time swimmers to celebrating big achievements, you help make every visit to the outdoor pool enjoyable. Plus, you're the friendly face reminding everyone of the safety rules—so the fun can keep going all summer long!

If you are inspired with this work environment, you are encouraged to apply for our **Inclusion Swim Instructor** position.

What we're looking for:

- Experience lifeguarding, with current certifications in: National Lifeguard Standard, Lifesaving Society-Swim for Life Instructor, and Intermediate Workplace First Aid and CPR-C/AED certifications
- Experience in working with people with disabilities
- Ability to think creatively, problem solve and adapt activities
- Experience working with children, teens, and adults of various abilities in an aquatic setting
- Excellent interpersonal and communication skills
- Strong work ethic, resourceful, and takes pride in providing a safe and inclusive space for community members



Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, merged into one PDF document with “**Inclusion Swim Instructor**” in the email subject line no later than **March 22, 2026** to the attention of **Recreation Program Supervisor** at beinspiring@westhants.ca.



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION

Part-Time Inclusion Swim Instructor

Position Title: Part-Time Inclusion Swim Instructor

Department/Division: Community Development

Reports To: Aquatics Manager

Wage: \$18.75 per hour – Pending budget approval

Work Term:

- Part-time – June 1 to June 28, 2026, up to 15 hours per week for job specific training
- Part-Time– June 29 to August 28, 2026, up to 20 hours per week.

Shift Details: Shifts may include early mornings, evenings, weekends and special events.

Classification: Summer student position

Revision Date: January 2026

POSITION SUMMARY

As the Inclusion Swim Instructor, you will help the Hants Aquatic Centre Management team create a welcoming, safe, and professional space in providing enjoyable swimming experiences for all participants. The Inclusion Swimming Instructor will work with participants with disabilities in a group setting or one-on-one, depending on each participant's needs. Through a supportive and collaborative atmosphere, you will work on adapting swimming lessons and teachings to meet the needs of each participant. While working as part of a team, you will be responsible for teaching swimming skills to participants in a positive, educational, organized, and professional manner. You will also be responsible for assisting in pool supervision through lifeguarding, which requires communicating clearly and effectively to educate patrons, enforce safety rules, stay calm, and lead through emergency situations.

JOB DUTIES AND RESPONSIBILITIES

- Attend preseason training sessions, in-service training, and meetings throughout term of employment
- Maintain all qualifications at a current standard
- Work flexible hours (Weekdays, weekends, evenings, and occasionally split shifts)
- Follow directions provided by Aquatic Supervisors and/or Aquatic Manager to ensure smooth day-to-day operations, pool deck and patron safety and delivery of quality programming.
- Communicate with Aquatic Supervisors, and Aquatics Manager regarding any concerns with programming, safety, shifts etc.

- Maintains a positive work environment by communicating clearly with teammates and maintaining professional workspaces
- Maintain accurate records of attendance at all programs
- Report all accidents/incidents to Aquatic Supervisors and /or Aquatic Manager and complete the appropriate forms
- Instruct swim classes and lifesaving programs according to the standards of the Lifesaving Society
- Review and collaborate with Aquatic Manager, program participants, and/or caregivers to provide quality inclusion swimming lessons
- Assess each participant's comfort in the water and build meaningful goals to work toward
- Communicate directly and professionally with participants and/or caregivers to learn about each participant and their abilities, disability(s), communication methods etc. As a team set goals and develop a plan to move towards those goals.
- Prepare daily lesson plans and adapt programming to meet the needs of participants
- Assist participants that may require extra support in group classes
- Maintain Instructor worksheets to track participant's progress
- Complete swim lesson mid-session reports and end of session report cards for each swim lesson participant. Ensure instructor worksheets reflect participant report cards
- Provide safety supervision by lifeguards in accordance with the National Lifeguard certification and standards
- Perform rescues and administer first aid as required
- Assist with the cleaning and maintenance of the pool, deck, pool sheds, change house, storage area and including facility and equipment checks, pool testing and cleaning washrooms, skimmer baskets, etc.
- Understands pool policies and procedures and schedules and shares relevant information through public education and public relations
- All aquatic team members participate in maintaining a clean and highly functioning recreation facility, therefore all team members help with things like answering the phone, handling cash, cleaning the facility, removing waste, etc.
- Other duties as assigned

JOB REQUIREMENTS

Qualifications:

- Current Lifesaving Society Swim for Life Instructor Certification.
- Experience in working with people with disabilities
- Ability to think creatively, problem solve and adapt activities
- Current Intermediate or Standard First Aid and CPR-C/AED certification.
- Current National Lifeguard Certification.
- Experience and ability to work with children, teens and adults in an aquatic setting of various abilities.
- Demonstrated leadership abilities.
- WHMIS training or a willingness to obtain.

Knowledge:

- Knowledge of policies and procedures and risk management
- Knowledge of pool safety, supervision, accident prevention and public education
- Knowledge of the latest updates and changes National Lifeguard Standard
- Knowledge of the Lifesaving Society's Swim for Life program

Ability:

- To be positive, energetic, enthusiastic, calm, patient and motivational
- To provide quality customer service
- To effectively work as a team member
- To adapt programs to meet the needs of participants
- To work in and foster a team atmosphere effectively and positively
- To effectively communicate orally and in writing
- To effectively follow policies and procedures
- To effectively manage first aid and rescue situations
- To effectively manage all aspects of swim lessons including record keeping and efficient use of class time
- Maintain a level of fitness to successfully meet the required physical standards defined by the Lifesaving Society's National Lifeguard Certification.