



JOB DESCRIPTION
Lifeguard and Swim Instructor

Position Title: Lifeguard and Swim Instructor
Department/Division: Community Development
Reports To: Aquatics Manager
Wage: \$18.75 per hour – Pending budget approval
Work Term:

- Full-time – July 16 to August 28, 2026, up to 30-40 hours per week.

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

Classification: Summer student position

Revision Date: January 2026

POSITION SUMMARY

As a Lifeguard and Swim Instructor for the Hants Aquatic Centre (HAC) you help to create a welcoming, safe, and professional space which provides an enjoyable swimming experience! While working as part of a team, under the direction of the HAC Management team, you are responsible for teaching swimming lessons to all participants in a positive, organized, and professional manner in accordance with the standards set by the Lifesaving Society. Through lifeguarding you are responsible for providing effective swimmer supervision, communicating clearly and effectively to prevent accidents, educating patrons, and enforcing rules and policies set by the HAC. When necessary, respond to emergency situations while remaining calm and utilizing skills and first aid techniques obtained through the National Lifeguard Standard certification.

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 (early mornings, evenings, weekends 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
- Provide safety supervision by lifeguards in accordance with the National Lifeguard certification and standards
- Perform rescues and administer first aid as required

- 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
- Prepare daily lesson plans and adapt programming to meet the needs of participants
- 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
- 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 National Lifeguard Certification.
- Current Swim for Life Instructor Certification.
- Current Intermediate or Standard First Aid and CPR-C/AED certification.
- Experience and ability to work with children, teens, adults and seniors in an aquatic setting of various abilities.
- Comfortable working in a busy, customer service-oriented, team environment
- Demonstrated leadership abilities.
- WHMIS training or a willingness to obtain.
- Other qualifications: Lifesaving Instructor, First Aid Instructor and Lifesaving Examiner

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 effectively manage first aid and rescue situations
- To effectively work as a team member
- Maintain a level of fitness to successfully meet the required physical standards defined by the Lifesaving Society's National Lifeguard Certification.

- To effectively manage all aspects of swim lessons including record keeping and efficient use of class time
- To effectively follow policies and procedures
- To provide quality customer service
- 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 apply for this position, send a cover letter and resume to beinspiring@westhants.ca

- In your emails subject line, include “2026 Lifeguard/Swim Instructor”
- If applying for more than one position, please list them in your emails subject line and on your cover letter.
- **Deadline to apply: July 6, 2026, by 12:00pm**