



Posting ID: 20077

Lead Instructor

Classification: Permanent Part-Time – 30 hours per week

Wage Level: \$24.37 – \$30.46

Reports to: Aquatic Programs Coordinator

Position Summary:

The Aquatic Services team at the City of Leduc is looking for an individual with a passion for water safety education as well as innovative mentorship & program ideas. The successful candidate will be a key player in helping the City offer the best aquatic experience: the best lessons, safest swims, and cleanest facilities. As part of our Aquatic Supervisory Team, the Lead Instructor is the person responsible for ensuring daily programs are delivered at the highest level of quality. This person trains and mentors aquatic program staff, coordinates front-line program administration, delivers superior customer service and supports the Aquatic Programs Coordinator.

View our video at: <https://youtu.be/9DK0WgA6fCw>

Benefits:

In addition to your excellent wage and benefits package, you will also receive:

- \$1.00/hr shift premium for hours worked before 7am and after 6pm daily
- annual deck footwear allowance
- 50% discount on an annual LRC membership
- paid training & recertification (time & course fees)
- instructor rashguard

Duties and Responsibilities:

- supporting instructors in the water and on the pool deck
- directing setup, takedown and pool configuration
- ensuring instructor administration is timely, accurate, and organized
- reviewing outgoing materials
- coordinating cancellations, withdrawals, transfers and problem solving registration issues with Guest Services
- serving as the point of contact for customers on the pool deck
- leading new instructor orientations, providing ongoing mentorship and training
- conducting instructor evaluations and annual appraisals
- completing sessional administrative tasks, records management, inventories, and supply orders
- assist with promotional activities, events and City Guide content
- alter shifts or call in staff, as required
- perform other related duties and responsibilities, as required

Qualifications:

Education:

- Grade 12 diploma and the necessary experience, knowledge and skills through a combination of formal education and field experience

Certifications:

- Red Cross Water Safety Instructor Trainer (WSIT) – minimum one year of experience
- National Lifeguard (NL) Certification OR Red Cross Lifeguard Certificate (RC LG)
- Standard First Aid (SFA) OR Aquatic Emergency Care (AEC)
- Lifesaving Instructor or Assistant Lifeguard Instructor, would be an asset
- AFLCA / Aquatic Fitness Instructor certification, an asset
- Pool Operator certification(s), an asset
- Lifeguard Instructor certification, would be an asset

Experience:

- Minimum 2 years of aquatic experience
- supervision and leadership experience

Knowledge, skills, and abilities:

- ability to work individually and as a team member
- ability to complete monthly fitness and knowledge skills tests
- superior interpersonal, public relations, and verbal communication skills
- willingness to promote a positive and fun work environment
- ability to attend all required training and in-service sessions
- ability to work evenings and weekends as required
- commitment to expanding and improving your skills and knowledge through on-going training and additional certifications
- independent decision making, problem solving, and analytical skills
- knowledge of Risk Management and Occupational Health and Safety practices
- possess exceptional organizational and time-management skills with the ability to multi-task and prioritize workload efficiently

Working Conditions:

This position requires prolonged periods of pool and dry land instruction. Extensive contact with the public, in person, is required.

If this sounds like you, we want to hear from you! To apply for this position, please visit www.leduc.ca/jobs quoting the posting number 20077 in your cover letter.

Competition closes at 12:00 noon (MT) on August 4, 2017. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.