



Posting ID: 21-60

## **Lead Instructor (Aquatic Services)**

Casual - up to 12 hours per week

Friday to Sunday shift

\$27.20 – \$31.61 / hour

**This position has been deemed as safety sensitive by the City and is therefore subject to reasonable cause and post-incident drug and alcohol testing**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. We strive to offer the best aquatic experience, including the best lessons, safest swims, and cleanest facilities. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

We are currently recruiting for a casual, **Lead Instructor (Aquatic Services)** at our Leduc Recreation Centre (LRC).

### **About the Opportunity:**

Reporting to the Aquatic Programs Coordinator, the Lead Instructor leads and oversees the delivery of aquatic programs at the LRC. As part of the aquatic supervisory group, this position will contribute to the success of the team by leaning into our values of building trust and staying curious. The Lead Instructor is knowledgeable about our facility and program offerings and continually seeks opportunities for improvement within our operation. They work closely with our instructors to ensure lessons and programs run smoothly and support ongoing development of our staff.

Responsibilities include, but are not limited to:

- Support/mentor instructors in the water and on the pool deck, acting as an additional support resource and point of escalation
- Coordinate program layout within the pool and direct setup, takedown and pool configuration for swimming lessons, special events and leadership courses
- Ensure instructors complete swimming lesson assessments, progress reports and report cards in an organized, accurate and timely manner
- Partner with Guest Services or the Aquatic Program Coordinator to coordinate cancellations, withdrawals, transfers and troubleshoot registration issues
- Serve as the point of contact for customers on the pool deck and provide a positive customer experience
- Lead and develop staff, including facilitating new instructor orientations, providing ongoing mentorship and training, conduct instructor evaluations and facilitate annual performance appraisals
- Complete sessional administrative tasks, including preparation of session materials, accurate completion of documents and facilitating proper records management
- Conduct inventory management on equipment and administrative supplies for aquatic programs
- Assist with promotional activities, events and make content contributions for City Guide, the City's seasonal publication on activities, programs, schedules, services and events
- Monitor staffing levels to ensure ongoing quality of program service delivery and alter shifts or call-in staff as required to ensure service level expectations are maintained
- Perform other related duties and responsibilities, as required

### **Qualifications:**

You are an ideal candidate if you have the following:

- Grade 12 diploma
- A minimum of 2 years of aquatic experience
- Experience supervising/leading a team, including coaching, mentoring and motivating others

- A positive and energetic personality who makes work meaningful and fun while inspiring the team to deliver results
- A passion for aquatic program delivery and for developing people
- Strong interpersonal skills with the ability to work both independently and collaboratively within a team
- Excellent verbal communication skills with a proven commitment to customer service
- Independent decision making, problem solving, and analytical skills
- Excellent organizational and time management skills
- Ability to thrive in a fast-paced environment by multi-tasking and efficiently prioritizing workload
- A commitment to ongoing learning and skill development, including the ability to complete monthly fitness and knowledge skills tests, attend all required training and in-service sessions and complete additional courses or certifications as required
- Knowledge of Risk Management and Occupational Health and Safety practices
- Ability to work evenings and weekends
- Must be willing to provide a current Child Intervention Check and Criminal Records Check – vulnerable sector
- Must be fully immunized against COVID-19 and be willing to provide proof of immunization, or provide written approved exemption on the basis of a protected ground under the AB Human Rights Act

**Certifications:**

- The following certifications are **required** for this position:
  - Red Cross Water Safety Instructor Trainer (WSIT) combined with a minimum of one year of teaching experience with this certification
  - Red Cross Lifeguard (LG) or National Lifeguard (NL) certification
  - Standard First Aid or Aquatic Emergency Care (AEC)
- The following certifications or courses are considered **assets** for this position:
  - Lifesaving Instructor (LSI) or Assistant Lifeguard Instructor (ALGI) certification
  - AFLCA - Aquatic Specialization
  - AARFP Pool Operator 1 or 2
  - Red Cross Lifeguard Instructor (LGI) or National Lifeguard Instructor (NLI) certification

**Shift:**

- Up to 12 hours per week required
  - Typical shifts: Friday from 3:30 p.m. – 7:00 p.m., Saturday from 8:30 a.m. – 12:30 p.m., and Sunday from 4:30 p.m. – 7:30 p.m., though hours may vary based on operational need

**Perks:**

- An additional \$1.00/hr shift premium for hours worked before 7:00 a.m. and after 6:00 p.m. daily
- Annual deck footwear allowance as well as instructor rashguard and vest provided
- Free annual LRC membership
- Paid training and recertification (time and course fees)
- Opportunities to learn and grow within the organization
- A dynamic, fun, fast paced work environment

**Join our Team!**

Come and be a part of an energetic team where we work together to have fun and provide the best aquatic experience for our patrons. If you are a positive, customer focused individual, we would love to hear from you!

To apply, please visit our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 10:00 pm (MT) on October 26, 2021. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**