



MUNICIPALITY OF
South Bruce

Aquatic Instructor Guard

The Municipality of South Bruce is seeking to fill 8 positions for our Pool program in the role of Pool Instructor Guard. This role provides instruction and advises all pool participants on safety. Promoting fun programs at the pool that will ensure an enjoyable summer.

Hours of work are a maximum of 40 hours per week. Hours may vary. Monday – Friday 8:00am - 5:30pm for the months of July and August 2024. These positions are for the Teeswater and Mildmay locations.

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00pm Noon on February 20, 2026**, to:

Municipality of South Bruce
Attn: Laura Kennedy
21 Gordon St E.PO Box 540
Teeswater, Ontario N0G 2S0
Email: lkennedy@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



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POSITION DESCRIPTION

POSITION TITLE:	Instructor / Lifeguard	
DEPARTMENT:	Recreation	SALARY GROUP: Casual Wage Grid Pool Programs
GENERAL SUPERVISOR:	Head Guard	
POSITIONS SUPERVISED:	N/A	

POSITION SUMMARY:

To provide instruction and protection from harm for all pool participants. To assist in promoting programs at the pool that will ensure a fun and enjoyable summer. Responsibilities are performed in accordance with departmental policies and procedures.

PRINCIPAL RESPONSIBILITIES:

- 1) Must be at the pool ready to begin your shift 15 minutes before the pool opens wearing proper Aquatics uniform (pinny, bathing suit, whistle, fanny pack, and hat). Street clothes are not permitted to be worn during your shift.
 - a. Ref: R.R.O. 1990, Reg. 565, s. 17 (5). Lifeguards and assistant lifeguards shall be so attired that they are readily identifiable.
- 2) Instruct and prepare lessons/program plans for approved Lifesaving Society Swim for Life programs and other swimming programs including Aquafit, Personal Best Swim Team, special theme days, special events (Canada Day, Longest Day of Play etc.), and other programming as required.
 - a) All Lifeguards are required to be in the water when instructing or assisting swimming lessons.
 - b) Prepare mid-session and progress report cards for all swimming lesson participants.
- 3) Instruct and educate all users of the pool concerning the "Admission Policy" and "Rules of the Pool" and ensure of their observance.
- 4) Maintain safety procedures and standards through regular facility and equipment safety checks before and during your shift according to all health and safety regulations and report any concerns regarding safety to the Pool Supervisor.
- 5) Attend and actively participate in staff meetings, staff training, and perform all skills at the N.L. standard.
- 6) Responsible for the maintenance and cleanliness of the pool deck, pool tank, change rooms, office, all washrooms, walkways, all related equipment and adjacent areas of the pool as assigned by the Supervisor.
 - a) Changeroom and washroom checks are to be completed at the end of guard rotation, prior to coming back to the guard office.
 - b) Is responsible for assisting with deck clean up at the end of each shift.
- 7) Administer First Aid/CPR and Aquatic First Aid and follow emergency/safety procedures when necessary.
- 8) Maintain adequate records including:
 - a) Progress reports

- b) Test sheets– to include list of students and levels achieved
- c) Lesson plans
- d) Attendance
- e) Accident reports
- f) Incident reports
- g) Daily record attendance
- h) Daily Cash Sheets
- i) Maintenance Checklists
- j) Other forms as required

9) Ensure all qualifications remain current

10) Assist and record results with required water chemical testing, water temperature and be aware of the pool condition and pool tank.

11) Maintain a good public image and promote good public relations at all times.

12) Work cooperatively with your Supervisor, Head Guard and fellow workers as a team committed to providing an enjoyable swimming season.

13) Assist with other related duties as directed by the Pool Supervisor, Head Guard, Recreation Programmer or the Recreation and Facilities Manager.

QUALIFICATIONS (REQUIRED):

- Must be 15 years of age or older.
- Must hold current certifications in the following:
 - National Lifeguard (NL) Award
 - Lifesaving Swim Instructor certification
 - Standard First Aid & CPR-C with AED certificate
- HighFive Principles of Healthy Child Development
- Current Vulnerable Sector check
- Flexibility regarding assigned hours of work, including early mornings, days, evenings and weekends

CONDITIONS OF EMPLOYMENT: To be able to handle the stress of dealing with the public and children. Hours of work are for the summer months only and vary depending on the program(s). The program is run outdoors, and the weather may contribute to the condition of your employment. All lifeguards are subject to a Vulnerable Sector check at your own expense. To attend all training sessions as required by the Municipality. Wear all required personal protective equipment (PPE) as required when handling chemicals.

Prepared By: HB
Effective Date: February 2012

Approved By: LM
Reviewed: January 2026