



## **The Corporation of the Township of Algonquin Highlands Employment Opportunity**

The Township of Algonquin Highlands Parks, Recreation and Trails Department is seeking one individual to fulfill the following seasonal position:

**Position:** Assistant Swim Instructor

**Contract Term:** July 7 – August 15, 2025, including Saturday, May 31 (Registration Day) and Saturday, July 5 (Annual Kids Fishing Derby).

**Location of Work:** Elvin Johnson Park, 1221 Old Mill Road, Algonquin Highlands ON

**Reports to:** Recreation Coordinator or designate.

### **Job Description**

Under the direction and leadership of the Lead Swim Instructor, the Assistant Swim Instructor will assist in the delivery of high quality, stimulating youth/children swimming lessons and adult aqua-fit programs for all skill levels;

- Lead group/private swimming lessons and aqua-fit programs;
- Assist with skill level screening of participants in classes and make recommendations to the Lead Swim Instructor to move the participant to the appropriate skill level if necessary;
- Assist with the set-up of the swim equipment room at beginning of the season;
- Attend a registration day for participant sign-up in May;
- Act as a lifeguard and assist in the delivery of the Annual Kids Fishing Derby on Saturday, July 5, 2025;
- Assist with keeping records of participant progress and attendance throughout the classes;
- Assist the Lead Swim Instructor in providing feedback to parents/guardians on participants progress;
- Complete individual progress reports and provide to the Lead Swim Instructor and participants;
- Provide input to assist in the development and enhancement of lesson plans in accordance with the Lifesaving Society-Swim for life program;
- Provide a high level of customer service including greeting and engaging participants;

- Assist with daily inspection of program equipment and ensure that it is in good working order prior to use and report any deficiencies to the Lead Swim Instructor;
- Provide information for the completion of accident/incident reports if required;
- Check the beach for hazardous conditions prior to conducting any lessons or classes (including raking of the beach daily);
- Maintain a clean, safe and organized working space in the swim equipment room;
- Periodic light cleaning duties and stocking of onsite washrooms as assigned;
- Performs other duties as assigned.

### **Required Qualifications**

- Current National Lifeguard Waterfront Certification.
- Current Swim Instructor Certification.
- Current First Aid & Level C CPR certification.
- High Five Certification (Principles of Healthy Child Development) would be considered an asset.

### **Preferred Skills**

The preferred candidate for this position will have;

- Some experience in performing the duties of a Swim Lesson Instructor;
- Ability to provide high quality customer service with related experience or training;
- Demonstrated ability to show patience and understanding in instructing participants, explaining concepts in many ways, creating a welcoming and inclusive atmosphere;
- A positive and enthusiastic personality with confidence speaking to small groups of people to give instructions and discuss progress reports;
- Comfort and experience using a tablet such as an IPAD and related software;
- Knowledge of worker responsibilities under the Occupational Health & Safety Act;
- Preferred candidates will be required to submit a Vulnerable Sector Check prior to being offered employment.

**Hours:** 8:30AM-3:30PM Monday - Friday. Some work on weekends and holidays may be required.

**Wage:** \$19.64 - \$22.11

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process,

upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.

We thank all applicants; however, only those selected for an interview will be contacted.

Please submit your cover letter and resume to:

Dawn Mugford-Guay, Human Resources Coordinator  
Township of Algonquin Highlands  
1123 North Shore Road, Algonquin Highlands, Ontario, K0M 1S0  
Email – [dmugfordguay@algonquinhighlands.ca](mailto:dmugfordguay@algonquinhighlands.ca)