



EMPLOYMENT OPPORTUNITY

Job Title: Junior Lifeguard Coach (JLC) Head Coach
Department: Kinsmen Aquatic Centre
Contractor Status: Hours based on competition schedule **JOB POSTING # 2025-28**

Contract overseen by the Aquatic Supervisor/designate, the JLC Head Coach is responsible for the planning, delivery, and leadership of the Junior Lifeguard Club (JLC) program. This includes supervising practices, attending competitions, providing mentorship and guidance to assistant coaches, maintaining strong communication with parents and participants, and ensuring a safe and engaging environment that aligns with the vision, mission, and values of the Kinsmen Aquatic Centre (KAC).

Major Duties

Activity A – Program Delivery & Leadership

- Provide qualified instruction, develop lesson plans, and teach from them using proper progressions for all skills.
- Ensure assistant coaches have access to lesson plans in the event of absence.
- Host parent meetings each session and provide regular program updates.
- Serve as Head Coach at competitions when six or more athletes are registered.
- Work with KAC staff to determine appropriate event entries for athletes.
- Arrive fully prepared for each event, wearing the appropriate uniform and bringing all necessary equipment.
- Assist in promoting the JLC program and answering inquiries from parents and participants.
- Complete final participant reports at the end of each session.

Activity B – Supervision & Mentorship

- Provide leadership, guidance, and communication to assistant coaches.
- Run a minimum of two coaches' meetings per session.
- Support assistant coaches in instruction and ensure consistency in program delivery.
- Ensure equipment used during practices and competitions is approved, safe, and properly stored after use.

Activity C – Communication & Customer Experience

- Communicate program details and competition information with parents in a timely manner.
- Maintain strong, positive relationships with athletes, parents, and volunteers.
- Coordinate parent volunteers for competitions and events.
- Uphold the KAC's vision, mission, and values in all interactions.

Activity D – Other Responsibilities

- As a contractor, adhere to all City of Lacombe and KAC policies, including OH&S, FOIP, and Code of Conduct requirements.
- As a contractor, represent the City in a professional and competent manner at all times.
- Perform other related duties as assigned by the Aquatic Supervisor or designate.

Knowledge, Skills and Abilities

- Knowledge of lifesaving sport, aquatic instruction, and competitive training methods.
- Strong interpersonal, leadership, and communication skills.
- Ability to instruct and motivate athletes of varying ages and abilities.
- Ability to remain calm, professional, and organized during practices and competitions.
- Ability to collaborate with team members and engage volunteers.
- Demonstrates initiative in program planning and professional development.

Conditions

- Typical hours include evenings, weekends, and competitions as scheduled.
- Physical demands include standing for long periods, demonstrating aquatic skills, and lifting equipment.
- Environmental conditions include humid, busy, and sometimes loud aquatic environments.

Minimum Qualifications Required

- **Minimum age requirement: 15 years**
- **Standard First Aid/CPR** (required)
- **Lifesaving Sport Coach Certification** (required)
- **Lifesaving Instructor** (required)
- **Coaching Association of Canada's Safe Sport** (required)
- **Swimming Canada's Swimming 101 Course** (preferred)
- **National Lifeguard Certification** (preferred)

Contractor Role: \$35/hour

How to Apply:

Interested candidates please submit a CV or proposal **on/or before September 12, 2025, at 4:30 pm** quoting **Competition 2025-28** to:

Aquatic Supervisor
5429 53 Street
Lacombe, AB T4L 1H8

Email: aquatics@lacombe.ca

The City of Lacombe will conduct a police information check.