



## EMPLOYMENT OPPORTUNITY

**Job Title:** Lifeguard/Instructors – Temporary Part-Time  
**Job Status:** 2-year term (20 & 30 hours per week)  
**Department:** Kinsmen Aquatic Centre  
**CLOSE DATE:** Open until filled

**JOB POSTING #: 2025-27**

We are looking for two dynamic individuals to join the team at the Kinsmen Aquatic Centre (KAC). The KAC is a vibrant community facility operated by the City of Lacombe, committed to providing inclusive and high-quality aquatic programming. Under the supervision of the Aquatic Supervisor/designate, these positions perform lifeguarding, instruction and custodial work involving responsibility for the safety of all users of a public swimming facility. The focus and goal of the Kinsmen Aquatic Centre (KAC) is to provide a safe, clean, fun environment while adhering to its vision, mission and values. These positions will be scheduled primarily for 7:45 am-3:00 pm during the week with occasional evening or weekend coverage as needed and must attend weekend *in-service* training once per month.

### Major Duties and Responsibilities

- Delivery of Aquatic Programs
- Monitor pool and related activities of patrons to ensure safety regulations and compliance with policy and procedures
- Provision of excellent customer service
- Other related duties as assigned

### Perks

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

- \$1.00/hr shift differential for hours worked between 6:00 pm and 7:00 am and for all hours worked on weekends (Friday 6:00 pm – Monday 7:00 am) when required
- Free annual pool pass
- Opportunities for funding for recertification and reimbursement
- Join a supportive and collaborative team that values safety, professionalism, and fun.

### MINIMUM QUALIFICATIONS

- At least 15 years of age
- National Lifeguard
- Standard/Intermediate First Aid, CPR, AED
- Lifesaving Swim Instructor
- Water Fitness Instructor (an asset)
- WHMIS
- LSI and Sport Coach (an asset)

**Wage and Benefits:** \$21.04 - \$26.31 per hour dependent upon experience. The City offers a generous benefit package, including health and wellness benefits and 6% vacation (pro-rated for part-time).

### How to Apply:

Interested candidates please submit a resume quoting competition #2025-27 to:

**Aquatic Supervisor**

5429—53rd Street, Lacombe, AB T4L 1H8

Email: [aquatics@lacombe.ca](mailto:aquatics@lacombe.ca)

*We wish to thank all applicants for their interest and advise only those selected for interview will be contacted. The City of Lacombe will conduct a Police Information check.*

# JOB DESCRIPTION

**POSITION:** *LIFEGUARD/INSTRUCTOR*

**SALARY LEVEL:** *Lifeguard I*

**REPORTS TO:** Aquatic Supervisor/Designate

**DEPARTMENT:** *Aquatics*

**EFFECTIVE DATE:** August 26, 2025

*The City of Lacombe values its staff and believes that success and satisfaction are based upon quality service. Each employee shares overall responsibility for quality service and contributes a caring attitude and a commitment to excellence.*

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## **GENERAL PURPOSE**

Under the supervision of the Aquatic Supervisor/designate performs lifeguarding, instruction and custodial work involving responsibility for the safety and instruction of all users of a public swimming facility. The Lifeguard/Instructor follows the established Kinsmen Aquatic Centre (KAC) policies and procedures to provide a safe, clean, fun environment while adhering to its vision, mission and values.

## **MAJOR DUTIES**

### **Activity A Delivery of Aquatic Programs**

- Attendance and punctuality to instruct all age groups including people with special needs, to established standards.
- Instruct assigned aquatic programs, including special events.
- Guard and/or lead special events and programs.
- Ensure a high standard of guarding consistent with established policies and procedures.
- Develop and provide lesson plans and accurate evaluation of candidates.
- Maintains accurate and timely related class records on participation and progress of participants, actively requests participant feedback

### **Activity B Supervision**

- Monitor pool and related activities of patrons and enforce safety regulations to established standards. Adherence to safety protocols.
- Perform scheduled monitoring and cleaning tasks with respect to pool water, facilities, and equipment.
- Respond in a rapid and competent manner to all situations presented; both in training and while on duty.
- Provide direction and guidance to patrons to ensure compliance of policy and procedures.



**Activity C      Customer Experience**

- Maintain courteous and positive public relations with customers, including residents of the community, representatives of organizations and other City staff, by delivering quality customer service.
- Respond to requests and provide correct and accurate information.
- Perform cashiering duties as required. Understand the point-of-sale system and effectively use the Recreation Software.
- Provide a safe and comfortable physical environment for all customers by adhering to and enforcing the cleanliness and safety standards.

**Activity D      Other**

- Initiate rescue response, prevention, and first aid as required. Study incident response effectiveness.
- Record user statistics accurately and constantly
- Maintain awareness of and adhere to the City's OH&S policies by following responsibilities as outlined in the Health and Safety Manual and comply with all safe work procedures and the OH&S program requirements.
- Other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of the rules and regulations governing public safety in a swimming pool and established standards for effective guarding and instruction methods and procedures
- Considerable knowledge of swimming instruction techniques including specialized areas such as special needs, pre-school children and lifesaving
- Strong interpersonal and communication skills
- Physical condition sufficient to ensure strength and stamina in the water and on deck
- Ability to instruct all age groups and abilities of swimmers
- Ability to maintain calm during emergency situations
- Ability to represent the City and department in a professional, competent manner. Ability to collaborate with the team.
- Takes initiative to pursue ongoing professional development and maintain current certifications as required by provincial standards.

**WORKING CONDITIONS**

- Open seven (7) days per week: working hours could be statutory holidays, evening, weekends, daytime, and will change depending on staff availability and facility need
- Physical demands (e.g., standing for long periods, lifting, carrying, pushing, pulling)
- Environmental conditions (e.g., humid, loud, busy)

**MINIMUM QUALIFICATIONS REQUIRED**

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Approved:



Digitally signed by Nancy Hackett  
DN: cn=Nancy Hackett, o=City of Lacombe,  
ou=Director of Community Services,  
email=nhackett@lacombe.ca, c=CA  
Date: 2025.08.29 11:08:32 -06'00'

**Community Services Director****Manager of Recreation**

Date:

August 26, 2025