



JOB DESCRIPTION

Aquatics Specialty Instructor

Department	Community Services - Aquatics	Reports To	Aquatics Manager
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Under the general direction of the Aquatics Manager, or designate, the Aquatics Specialty Instructor is responsible for providing instruction and supervision for programs such as Fitness, Synchro, Lifesaving Swim Lessons, and Diving while ensuring the safety of all participants. The role also involves monitoring and recording pool conditions, maintaining equipment readiness for both regular and emergency use, and upholding good housekeeping standards in all pool areas. Additionally, the instructor will prepare lesson plans and evaluations in advance to ensure effective program delivery.

KEY DUTIES PERFORMED:

1. Provide instruction, supervision and ensures safety for swimming and other aquatic programs in the specialty area of Fitness, Synchro, Swim Lessons and Diving.
2. Monitors and records pool conditions when necessary.
3. Ensures that all necessary equipment is in good working order and ready for immediate or emergency use.
4. Maintains good housekeeping in all areas of the pool.
5. Prepares lesson plans and evaluations.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Instructor Certification related to programs taught:
 - a. Fitness instruction: Certification from a recognized organization.
 - b. Lifesaving Swim for Life Instructor.
 - c. Synchronized swimming instruction: BC Synchro Association recognized certification.
 - d. Springboard diving instruction: BC Diving Association recognized certification.
 - e. Water polo instruction: BC Water Polo Association recognized certification.
2. Compliance with and approval of Security/Reliability Clearance and Criminal Record Search (including vulnerable sector).
3. Certification in Standard First Aid with CPR C.
4. The ability to perform all the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, and Violence in the Workplace policies and

W.C.B. Regulations (i.e. WHMIS).

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.