



## **LEAD INSTRUCTOR**

Permanent Part-Time (up to 20 hours per week)

Monday to Friday (03:00 pm – 07:00 pm)

Pay Range: \$ 28.53 - \$35.66/ hour

*This position has been deemed safety-sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing.*

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture.

### **Come work with us!**

The City of Leduc is committed to providing exceptional aquatic experiences, including safe swims, quality programs, and welcoming facilities. If you enjoy working in a fast-paced environment, supporting a team, and helping others develop their skills, this may be the opportunity for you.

### **What is the opportunity?**

We are currently recruiting for a **Permanent Part-Time Lead Instructor** at the Leduc Recreation Centre.

Reporting to the Aquatic Programs Coordinator, the Lead Instructor is responsible for supporting the delivery of high-quality aquatic programs by providing leadership, mentorship, and guidance to aquatic instructors. This position plays an important role in ensuring programs are delivered safely, effectively, and consistently while providing excellent customer service to participants, families, and community members.

The Lead Instructor supports daily aquatic operations, instructor development, program administration, and quality assurance to create a positive experience for both staff and program participants.

### **What will you do?**

- Provide daily leadership and support to aquatic instructors on the pool deck and during lessons.
- Assist instructors with program delivery, lesson planning, and participant needs.
- Coordinate pool setup, takedown, and pool configurations to support program requirements.
- Ensure instructor administration, class materials, report cards, and documentation are completed accurately and on time.
- Review outgoing program materials, including memos, evaluations, and participant communications.
- Support cancellations, withdrawals, and transfers in collaboration with Guest Services.

- Provide a point of contact for parents, guardians, school groups, and participants.
- Address customer questions, concerns, and program-related issues professionally and effectively.
- Train, mentor, certify, and re-certify aquatic program staff.
- Lead new instructor orientations and provide ongoing coaching and development.
- Conduct instructor meetings and provide feedback following lesson sets.
- Assist with instructor evaluations and performance feedback.
- Maintain program supplies, complete inventory checks, and submit supply orders as required.
- Support aquatic program administration, including class lists, worksheets, report cards, and registration materials.
- Support ongoing updates and accuracy of the online pool schedule, promotional events, and community engagement activities.
- Provide swimming instruction, lifeguarding, first aid, and facility maintenance support as required.
- Ensure a safe, welcoming, and positive environment for all facility users.

### **What you are?**

- At least 18 years of age.
- A positive, energetic, and team-oriented individual with strong leadership skills.
- Passionate about aquatics, teaching, and supporting the development of others.
- Strong interpersonal and communication skills with the ability to work with children, families, staff, and community members.
- Organized with excellent attention to detail and time management skills.
- Able to work independently while contributing positively as part of a team.
- Comfortable working in a fast-paced environment and managing multiple priorities.
- Committed to safety, quality service, and continuous learning.
- Demonstrated experience mentoring, coaching, or supervising staff, along with experience teaching advanced leadership courses.

### **Certifications:**

- LSS Swim Instructor / Lifesaving Instructor
- Intermediate First Aid with CPR C and/or Aquatic Emergency Care
- Oxygen Administration
- National Lifeguard Instructor
- Lifesaving Instructor Trainer
- National Lifeguard – Pool
- AARFP Pool Operator 1 and 2 considered an asset
- Supervisory or Aquatic Management certifications/designations such as Aquatic considered an asset
- Management Training, or AARFP Supervisory Skills certifications considered an asset

### **Experience:**

- Minimum two to three years of aquatic experience.
- Experience delivering swimming lessons and aquatic programs.
- Leadership or supervisory experience is mandatory.

- Experience using Microsoft Office applications is considered an asset.

**Hours of Work:**

- This position works Monday to Friday (PM), with 4-hour shifts scheduled between 3:00 p.m. and 7:30 p.m., based on operational requirements.
- Must be available to attend training sessions, meetings, and required in-service sessions.

**What we offer?**

- Competitive hourly pay.
- LAPP pension.
- Comprehensive health, dental, and wellness benefits, including a generous healthcare spending account.
- Professional development opportunities.
- Starting at 3 weeks vacation per year.
- Free parking.
- Annual City of Leduc recreation pass, including access to free drop-in programs.
- Opportunities to work in a supportive and collaborative team environment.

**Important Notes:**

- Candidates must provide proof of all required certifications and qualifications prior to commencement of employment.
- A current Criminal Record Check, including Vulnerable Sector Check, may be required prior to the start of employment at your own expense.
- A current Child Intervention Record Check may be required prior to the start of employment.

**Ready to Join Us?**

Come be part of a dynamic aquatic team where we work together to provide safe, high-quality programs and exceptional experiences for our community. If you are passionate about aquatics, enjoy mentoring others, and take pride in delivering outstanding customer service, we would love to hear from you!

Apply today by submitting your resume at: [www.leduc.ca/careers](http://www.leduc.ca/careers)

The competition closes at 11:59 PM (MT) on **August 03, 2026**. This competition may be used to fill future vacancies at the same or lower classification level.