



LEAD INSTRUCTOR

Full Time (up to 40 hours per week)
Sunday to Thursday (08:30 am – 04:30pm)
Pay Range: \$59,342.40 - \$ 74,172.80 CAD

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 Building a connected community for all people. 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. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

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 Full-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.
- Carry out new instructor orientations and provide ongoing coaching and development.
- Lead instructor meetings and provide feedback following lesson sets.
- Conduct instructor evaluations and performance feedback.
- Maintain program supplies, complete inventory checks, and submit supply orders as required.
- Assist with 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, lifeguard coverage, 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:

- Lifesaving Swim Instructor / Lifesaving Instructor
- Intermediate First Aid with CPR C/AED
- Oxygen Administration
- National Lifeguard - Pool
- National Lifeguard Instructor
- Lifesaving Instructor Trainer considered an asset
- First aid Instructor considered an asset
- SwimAbilities Instructor considered an asset
- Supervisory or Aquatic Management certifications/designations such as Aquatic Management Training, or AARFP Supervisory Skills certifications considered an asset

Experience:

- Minimum two 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 Sunday to Thursday, scheduled between 08:30 a.m. and 04:30 p.m., based on operational requirements.
- Must be available to attend training sessions, meetings, and required in-service sessions outside of typical work week hours as required.

What we offer?

- Competitive salary.
- 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.
- 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

The competition closes at 11:59 PM (MT) on **October 30, 2026**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.