



Central Manitoulin Swimming Instructor Job Description Summer 2025

Job Title: Swim Instructor

Duration: 6-8 Weeks – Temporary – Full Time

Start Date: June 30th, 2025

Finish Date: August 22nd, 2025

Location: Mindemoya, ON

Wage: \$21.20

Job Description

Under the direct supervision of the CAO/Clerk or their designate and the mentorship of the Events Coordinator, the Swimming Instructor will be responsible for instructing swimming lessons for children aged 3+. They will administer the Lifesaving Society Learn to Swim program while prioritizing and maintaining a safe swim environment. They will communicate with participants and parents, keep records of participant progress, and issue report cards and badges as required. The swim instructor will also assist in maintaining lesson equipment and regular monitoring to ensure all equipment is in safe, working, condition. The purpose of this position is also to provide quality work experience and provide an opportunity for students to develop and improve their employment skills.

Key Responsibilities

1. Organize and facilitate swimming lessons for beginners, improvers and advanced swimmers, while following the Lifesaving Society regulations and standards.
2. Ensure safety of participants and surrounding environment, including checking that life-saving equipment is in working order.
3. Interact with participants and parents regarding questions and concerns about the offered lessons and student performance.
4. Perform appropriate record keeping, including participant progress, accomplishments, and attendance.

5. Issue report cards and swim badges as required.
6. Maintain a professional and welcoming environment and provide positive direction and work co-operatively with the Swim Assistant towards the safety and well-being of program participants.
7. Schedule meetings in coordination with the Event Coordinator for mentorship.
8. Submit weekly time sheets to the Municipal Office within deadlines.

Job Requirements:

1. Eligible students must be planning to return to school full time in the fall.
2. Be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment.
3. Be certified as an RLSS Instructor
4. Have the National Lifeguard Certification
5. Have the Standard First Aid CPR and Certification
6. Willingness to learn.

Reporting Relationship:

The Discovery Centre Host shall be under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Event Coordinator, and is expected to take direction from, and report to the individuals indicated.

Intake will remain open until positions are filled.

Please direct all inquiries, requests for job descriptions and applications to:

Alison Sloss
Event Coordinator
Municipality of Central Manitoulin
Phone: 705-377-5726
Email: asloss@centralmanitoulin.ca
www.centralmanitoulin.ca/careers