PARKS and RECREATION DEPARTMENT

Union Instructor Guard – Temporary Part Time (12-18 months)

Position Summary:

Under direct supervision of the Aquatics Supervisor, to be responsible for conducting and supervising a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke.

Qualifications:

1) Minimum Grade 12 education
2) Minimum one (1) year experience as an Instructor Guard.
3) The successful applicant will possess current certification as a National Lifeguard-Pool Option, Red Cross Swimming Instructor Status, Life Saving Society Swimming Instructor Status, Standard First Aid Status and CPR "Level C" Status.

Hours of Work:
Due to the nature of the Pool Operations, no designated hours of work shall apply. The Instructor Guard shall work whatever hours deemed necessary in any seven (7) days at straight-time rate. Weekly hours will consist of approximately an average of twenty (20) hours per week during July and August.

Salary Range:
$33.06 per hour (2026 probationary rate)

Applicants are invited to submit in confidence a detailed cover letter and resume by email by 12pm on November 10th, 2026.

Human Resources
City of Pembroke
1 Pembroke St. E.
Pembroke, ON. K8A 3J5
Fax: 613-735-3660
Email: HR@pembroke.ca

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.

City of Pembroke

Parks and Recreation Department

TITLE:	**Instructor Guard (Union)**
DEPARTMENT:	**Parks and Recreation**
REPORTS TO:	**Aquatics Supervisor**

Position Summary:

Under direct supervision of the Aquatics Supervisor, to be responsible for conducting and supervising a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke.

Education/Qualifications/Experience:

- Minimum Grade 12 education,
- Minimum one (1) year experience as an Instructor Guard,
- Current certification as a National Lifeguard-Pool Option,
- Lifesaving Society Swim Instructor Status,
- Lifesaving Society Lifesaving Instructor Status,
- Standard First Aid CPR “Level C” Status,
- Aquatic Supervisor Certification considered an asset.

Skills and Abilities:

- Strong observation and attention to detail to monitor pool activity and quickly identify potential hazards or unsafe behavior.
- Excellent decision-making and problem-solving skills, especially in high-pressure or emergency situations.
- Ability to remain calm, focused, and take decisive action during emergencies such as water rescues or medical incidents.
- Effective communication and interpersonal skills to interact professionally with patrons of all ages, enforce rules, and provide clear instructions.
- Physical fitness and stamina to perform rescues, administer first aid/CPR, and maintain readiness during extended periods of standing or patrolling.
- Knowledge of water safety practices, lifesaving techniques, and emergency procedures, with the ability to apply them accurately and effectively.
- Teamwork and collaboration skills to coordinate with other guards, supervisors, or emergency personnel when necessary.
- Ability to work independently and take initiative, especially during times of low supervision or when overseeing a pool area as a single guard.

General Scope of Duties:

Under direct supervision of the Aquatics Supervisor, to be responsible for conducting and supervising a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke.

- Instructs any classes assigned to them and provides swim evaluations under Lifesaving Society when required. Prepares participants for examination at all levels.
- Make sure all safety equipment and equipment needed is ready and all water tests and facility assessment/audit are completed before any participants come onto the pool deck.
- Implements and adheres to rules and regulations as set down by the Ministry of Health and the Parks and Recreation Department.
- Provides supervision over part-time guards
- Performs Lifeguard duties during public swimming sessions.
- Hoses down and sweeps the pool deck in order to keep the pool neat and clean.
- Takes readings of pool chemistry every two (2) hours while on duty.
- Administers first aid, investigates safety incidents occurred, and suggests methods for prevent re-occurrence. Also gives oral as well as written detailed reports of incidents to Supervisor as soon as possible after the incident.
- Meets regularly with Aquatics Supervisor to discuss problems or concerns regarding staff issues, as well as health and safety of staff and the public.
- Performs any other duties as requested by the Aquatics Supervisor.
- Demonstrate continuous improvement in attending staff training, training courses, advanced leadership and maintaining current certifications.

Decision Making and Judgement:

This position requires the ability to make timely and sound decisions, often under pressure and with limited supervision. The Instructor Guard must continuously assess potentially hazardous situations and take appropriate action to prevent accidents or injury. Judgment is required when determining the appropriate level of enforcement of pool rules, when to initiate emergency procedures, and how to interact with patrons in a respectful yet authoritative manner.

Accountability:

The Instructor Guard is directly responsible for ensuring the safety and well-being of all patrons using the aquatic facility. This includes preventing accidents through vigilant supervision, enforcing pool rules, and responding effectively to emergencies. The employee is accountable for performing rescues, administering first aid or CPR when required, and reporting incidents in accordance with established procedures.

Leadership/Supervision:

On a continuing basis, the Instructor Guard (Union) is expected to assume partial supervisory responsibilities, which may include assigning tasks, providing guidance or training to part-time guards.

Interpersonal Skills and Contacts:

Internal

- Support staff in Parks and Recreation and other City departments

External

- General public
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Working Conditions:

The position requires work primarily in an outdoor or indoor aquatic environment, often exposed to variable weather conditions (heat, humidity, sun, rain) and high noise levels. The role involves extended periods of standing, walking on wet and slippery surfaces, and maintaining constant vigilance to ensure the safety of pool patrons. The employee may be exposed to chlorine and other pool chemicals and must adhere to safety and hygiene protocols.

Physical Skill and Effort:

Physical demands include the ability to perform water rescues, administer first aid or CPR, and assist individuals in distress, which may require strength, stamina, and quick reflexes.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Due to the nature of the Pool Operations, no designated hours of work shall apply. The Instructor Guard shall work whatever hours deemed necessary in any seven (7) days at straight-time rate. Weekly hours will consist of approximately an average of twenty (20) hours per week during July and August.