

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Aquatics Department.*

PERMANENT PART TIME  
LIFEGUARD INSTRUCTOR I  
(1 position)

**Internal/External Competition #2024-73**

<b>Department:</b>	Parks, Recreation & Culture - Aquatics
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 5 - \$30.79 per hour (2025 rate - \$31.71 per hour)
<b>Hours of Work:</b>	30 hours per week (.75 FTE)
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Programmer – Aquatics

This job posting will remain open until filled. For further information please contact Tami-Lyn Stephen, Programmer – Aquatics at 250.245.6414 ext. 6232: [tstephen@ladysmith.ca](mailto:tstephen@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412; Fax: 250.245.6411

Per CUPE Agreement Article 15.02: “applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union.”

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.

The Town of Ladysmith wishes to thank all applicants in advance for their interest. However, only those selected for an interview will be contacted.



<b>TITLE:</b>	LIFEGUARD / INSTRUCTOR I
<b>DEPARTMENT:</b>	AQUATICS
<b>DIVISION:</b>	PARKS, RECREATION & CULTURE
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	5

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**GENERAL ACCOUNTABILITY**

Reporting to the Programmer - Aquatics, this position is responsible for ensuring the safety of patrons in and around the pool area, maintaining the pool area in a safe and clean condition, exhibiting leadership qualities while instructing and lifeguarding within the aquatic programs offered, and providing general supervision of pool activities.

**PRIMARY DUTIES AND ACCOUNTABILITIES**

- Lifeguards and instructs assigned programs.
- Promotes an atmosphere of good relations with the public and staff.
- Ensures that aquatic activities are carried out in a safe manner and in accordance with established rules and regulations.
- Assists in the planning and coordination of aquatic programs and special events.
- Performs various janitorial tasks including: cleaning, disinfecting and scrubbing the deck, hot tub tile, sauna and pool change room floors.
- Occasionally takes cash for swim sessions and answers public inquiries.
- Follows safe work practices and safety guidelines as established by the Town and Worksafe BC.
- Performs pool maintenance tasks as required, including duties indicated in the Daily Guard Report.
- Attends professional development and/or safety training as directed.
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Minimum grade 12 education or equivalent (GED).
2. A minimum of one (1) year recent experience in a lifeguard/instructor role.
3. Current certification in:
  - Lifesaving Swim Instructor
  - National Lifeguard Award – Pool Option
  - Lifesaving Instructor
  - BCRPA Aqua Fit Instructor or other comparable certification.
4. Valid Standard 1<sup>st</sup> Aid certification.
5. Valid CPR, level C certification.
6. BCRPA PoolSafeBC certification.
7. Satisfactory police information and vulnerable sector check.
8. Demonstrated knowledge of safe work procedures, practices and obligations.
9. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.

10. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
11. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
12. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
13. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
14. Demonstrates valuing diversity.