

## **EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-11 INSTRUCTOR LIFEGUARD**

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**The Town of Hanover is recruiting skilled and motivated Instructor Lifeguards to join our aquatic team and deliver high-quality swim programs and exceptional pool supervision. This position plays a key role in fostering water safety, teaching essential skills, and ensuring a welcoming and engaging environment.**

**Roles are anticipated to begin in Fall 2026.**

### **Position Summary**

Instructor Lifeguards plan and implement various aquatic instruction and lifeguarding responsibilities while upholding a high standard of service, care and safety. Instructor Lifeguards ensure facility compliance with all legislation and guidelines governing the use of public pools.

Please refer to the enclosed position description for further details around the role, responsibilities, and functions.

Shifts will include early mornings, daytime, evenings, weekdays, weekends, and occasional holidays to support pool programming.

Positions are part-time and fixed-term in nature. This posting will fill upcoming seasonal vacancies.

### **Qualifications**

- Current National Lifeguard – Pool Certification required
- Current Standard First Aid with CPR-C and AED Certification required
- Current Lifesaving Society Swim Instructor certification required
- Current Lifesaving Instructors is an asset
- Excellent customer service, verbal and written communication skills
- Ability to work well with others and contribute to a positive workplace dynamic
- Ability to perform physical tasks and demonstrate skills to required aquatic standards
- Strong swimming skills and thorough knowledge of water safety practices
- Keen observation skills with a commitment to high standards of safety and service
- Must be able and willing and able to work early morning, days, evenings, weekends and some holidays
- Effective time management and organizational skills with ability to problem solve and adapt in a dynamic environment.
- Minimum six (6) months to one (1) year of lifeguarding experience is an asset
- Criminal Record, Judicial Matters and/or Vulnerable Sector Check satisfactory to Town of Hanover

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**Compensation**

Anticipated hourly wage range is \$19.81 to \$23.04. Progression within this range is provided in accordance with municipal policies.

**Application Instructions**

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-11 by email, mail, or in person by 4:00pm on Monday, April 20, 2026 to:

**Town of Hanover  
341 10th Street, Hanover ON N4N 1P5  
t 519.364.2780 | f 519.364.6456  
hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

## Job Description

Prepared: October 2018

Reviewed: February 2026

Reviewed By: Director, Parks, Recreation & Culture

<b>Position Title:</b>	Instructor Lifeguard
<b>Department:</b>	Parks, Recreation and Culture
<b>Reports To:</b>	Aquatic Supervisor Aquatic Assistant Coordinator Head Guards Deck Supervisors
<b>Supervises:</b>	Directly: None  Indirectly: None
<b>Position Status:</b>	Part-time
<b>Location:</b>	P & H Centre, 269 7th Avenue
<b>Pay Method:</b>	Hourly
<b>Normal Work Week:</b>	Varies
<b>Management Status:</b>	Non-management; non-supervisory
<b>Remote Work Eligibility:</b>	Not eligible

## Position Summary

The Instructor Lifeguard plans and implements various aquatic instructional and lifeguarding responsibilities while upholding a high standard of service, care, and safety. Instructor Lifeguards ensure facility compliance with all legislation and guidelines governing the use of public pools.

## Duties and Responsibilities

### Operations

- a) Observes swimmers to monitor safety and enforce rules and standards. Educates the public concerning pool and/or equipment rules, regulations, policies and procedures, and takes corrective action when necessary.
- b) Performs rescues in accordance with emergency procedures.
- c) Places emergency equipment on deck, installs lane ropes, moves diving board and sets up equipment for lessons.
- d) Assists with opening the pool and with scheduled maintenance tasks.

- e) Reports any damages to pool area/equipment.
- f) Responds to concerns of patrons and directs unresolved customer complaints and requests to supervisory staff.
- g) Instructs high-quality swimming lessons in the water and educates all facility users on safe swimming practices.
- h) Plans and organizes classes, develops lesson plans, long term core plans and activities to instruct individuals and groups of all ages to ensure progressive learning.
- i) Leads a variety of instructional programs as scheduled.
- j) Assesses skill levels of participants, provides regular feedback in support of skill development, and prepares progress midsession reports and final report cards.
- k) Records program attendance, pool tests and enforces admission policy standards.
- l) Assists with the implementation of special events/programs at the pool.

### **Human Resources**

- a) Attends meetings, and trainings as scheduled.

### **Spending, Budgets & Internal Control**

- a) Ensures monies are collected and received according to relevant policies and procedures.

### **Health & Safety**

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to employees. Implements and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

### **Other**

- a) Performs all other duties and responsibilities as assigned.

## **Education, Skills and Experience**

### **Education/Training/Certifications/Licences:**

- Current National Lifeguard – Pool Certification required
- Current Standard First Aid with CPR-C and AED Certification required
- Current Lifesaving Society Swim Instructor certification required
- Current Lifesaving Instructors is an asset
- Criminal Record, Judicial Matters and/or Vulnerable Sector Check satisfactory to Town of Hanover

**Experience:**

- Minimum six (6) months to one (1) year of lifeguarding experience is an asset

**Skills and Abilities:**

- Excellent customer service, verbal and written communication skills
- Ability to work well with others and contribute to a positive workplace dynamic
- Ability to perform physical tasks and demonstrate skills to required aquatic standards
- Strong swimming skills and thorough knowledge of water safety practices
- Keen observation skills with a commitment to high standards of safety and service
- Must be able and willing and able to work early morning, days, evenings, weekends and some holidays
- Effective time management and organizational skills with ability to problem solve and adapt in a dynamic environment.

**Physical Demands and Working Conditions**

- Practices rescue techniques, emergency procedures and fitness activities to be ready to assist with emergencies
- Consistently performs physical requirements required to maintain National Lifeguard Standards
- Must work various shifts including early mornings, daytime, evenings, weekends, and some holidays
- Must attend mandatory training sessions
- Work is subject to daily equipment demands of installing lane ropes, moving diving board into place and placing equipment to / from deck
- Works both in and out of the water and in warm, humid pool deck temperatures
- Alertness to scanning from bottom of pool and up for victim recognition/vigilance to ensure risk management
- High risk environment with possible critical stress incidents
- Must be able to adjust guarding strategies for large pool attendance to ensure safety of patrons
- May be required to address and direct unresolved customer complaints and concerns to Head Guard/Deck Supervisor/Supervisor.

**Contacts**

Internal:           Aquatic Supervisor  
                       Aquatic Assistant Coordinator  
                       Aquatic staff  
                       Customer Service Clerks  
                       Parks and Facility Lead Hand and Operators  
                       Administration and Program Staff

External:           General Public  
                       Parents/Guardians of Swim Participants

Public Relations:   First Point of Contact at Regional Aquatic Centre

**Review**

<b>Department Head:</b>		<b>Date:</b>
<b>Human Resources:</b>		<b>Date:</b>

**Approval**

<b>CAO:</b>		<b>Date:</b>
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