



EMPLOYMENT OPPORTUNITY

CENTRE DUFFERIN RECREATION COMPLEX

Applications are being received for the position of:

DECK SUPERVISOR

Posted: Wednesday December 10, 2025

Job Category: Seasonal Summer Employment

Wage Range: \$17.60 - \$21.86

Closing: Friday January 23, 2026 at 4:00pm

Dependent on experience and qualifications

Work week: June: Casual, up to 20-35 hours per week

July and August: 30-38 hours per week

The CDRC Board of Management is seeking team-oriented individuals to join our 2026 summer staff team. Under the direction of the Recreation Program Coordinator, the successful candidates will be involved in a diverse range of job activities to provide successful summer outdoor swimming pool programs. This position takes place in a physically active environment requiring running, walking, lifting, standing etc. A background in recreation is considered an asset.

Employment period:

The successful candidates must be available to work scheduled weekday, weeknight, and weekends shifts. Hours may start as early as 6:00am and end as late as 10:00pm depending on the outdoor pool schedule.

Accommodating multiple day vacations may not be possible. All time off requests are required to be submitted at the start of the season or at minimum two (2) weeks in advance.

Position start date: Mid June 2026 (with trainings and meetings scheduled prior to June 2026)

Position end date: Friday September 4, 2026

Duties & Responsibilities:

- Attend and participate in all MANDATORY staff meetings and training sessions prior to/throughout the 2026 summer season. Demonstrate and maintain all skills relevant to the position including National Lifeguard standards. Read, acknowledge & abide by the current CDRC Outdoor Pool Manual.
- Ensure prompt attendance and decorum including dress code. Arrive at the facility on time for the start of shifts to prepare for the day and start the days programs according to schedule. Staff are permitted to arrive 15 minutes prior to the start of their shift.
- Instruct Lifesaving Society swim programs and other swimming skills programs as required. Complete all administrative duties in a timely manner (I.e. attendance, incident/accident reports, lesson plans, reports). Organize and deliver high quality safe programs for all levels of participants.
- Supervise, observe, and assist fellow aquatic staff including providing feedback and support with swim programs to achieve above average performance. Ensure duties are being completed and providing the pool with a safe environment including proper uniform recognition.
- Handle program feedback in a professional manner by providing exceptional customer service.
- Ensure safe practice and policies of the pool areas are adhered to by patrons and fellow staff. Enforce pool facility policies, procedures, rules, and regulations in a fair, consistent manner.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9

Phone: (519) 925-2400

- Maintain a clean and safe environment of the pool, change rooms, washrooms, and deck areas on an hourly basis with completed log reports. Check pool chemicals as required and log results with Facility Maintenance Manager.
- Work co-operatively as a team with fellow staff, supervisors and patrons visiting the facility to provide a safe enjoyable environment.
- Lead EAP (Emergency Action Plan) when required, provide first aid when necessary and accurately complete incident reports.
- Responsible for opening and closing of the facility before and after programs.
- Assist with administrative tasks when assigned, planning staff training and the execution of additional programs.
- Other duties as assigned by the Recreation Program Coordinator.

Qualifications/Skills & Abilities:

If you have not yet taken the course, but intend to, please note the course on your application. All qualifications must be current as of June 5, 2026.

- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisor, and colleagues.
- Minimum 2 years of experience in swimming lesson instruction and lifeguarding. Experience in staff supervision considered an asset.
- Current National Lifeguard, Lifesaving Society Swim Instructors & Standard First Aid with CPR-C certifications.
- Other certifications considered an asset including High Five Principles of Healthy Childhood Development, Lifesaving Instructors, Emergency First Aid Instructors, Aquatic Supervisor Training, Aquafit Instructor.
- Microsoft applications & computer skills required.
- Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check/Criminal Record Check in accordance with the duties of this position.

Qualified candidates are invited to submit their resume with their Lifesaving ID number to Emily Francis, Recreation Program Coordinator no later than: Friday January 23, 2026, at 4:00pm. may be submitted via **email or in person** addressed to:

Emily Francis, Recreation Program Coordinator

Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne, ON L9V 3C9
cdrc@shelburne.ca

Please note the position you are applying for in the subject line. We thank all those applicants who apply and advise that only those selected for an interview will be contacted.

The Centre Dufferin Recreation Complex promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The CDRC encourages applications from women, aboriginal peoples, persons of all races, ethnic origins, religions, abilities, sexual orientations and gender identities and expressions. The CDRC will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. Personal information is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.