



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX
Applications are being received for the position of:

LIFEGUARD/INSTRUCTOR

Posted: Wednesday December 10, 2025

Status: Seasonal Summer Employment

Wage Range: \$17.60 - \$19.61

Closing: Friday January 30, 2026, at 4:00pm

Dependent on experience and qualifications

Work week: June: Casual

July and August: Approx. 15-35 hours per week

The CDRC Board of Management is seeking positive, 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 a successful summer outdoor swimming pool program. This position takes place in a physically active environment requiring running, walking, lifting, standing etc. A background in recreation considered an asset.

Employment period:

The successful candidate must be available to work scheduled weekday, weeknight, and weekend shifts. Hours may start as early as 6:30am and end as late as 10:00pm depending upon pool assignment. Accommodating multiple days 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: early June 2026 (with meetings and trainings scheduled prior to June 2026)

Position end date: Friday September 4, 2026

Duties & Responsibilities:

- Attend and participate in all staff meetings and trainings prior to/throughout the 2026 summer season. Staff trainings are considered MANDATORY. Demonstrate and maintain all skills relevant to the position. 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 programs according to schedule. Staff are permitted to arrive 15 minutes prior to the start of the scheduled 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.
- Assist in the supervision and organization of all swimming pool programs. Monitor patrons safe use of the pool facility area. Remain on duty until relieved by another qualified lifeguard. Enforce pool facility policies, procedures, rules, and regulations in a fair consistent manner.
- Perform various maintenance duties to maintain a clean and safe facility as required. Maintain a clean pool deck, pool equipment and changerooms. Perform water tests as required by Health and Safety Regulation. Complete all necessary daily log reports.
- Work co-operatively as a team with fellow staff, supervisors and patrons visiting the facility to provide a safe enjoyable environment. Provide a high level of front-line customer service including greeting and engaging participants.
- Other duties as assigned by Pool Deck Supervisor and Recreation Program Coordinator.

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

Phone: (519) 925-2400

Qualifications/Skill Requirements:

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

- Must be 15 years of age by the start of this position.
- Previous experience in assisting with aquatic programs or other recreational settings considered an asset.
- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisor, and colleagues.
- Hold a current National Lifeguard and/or Lifesaving Society Swim Instructors
- Current Standard First Aid with CPR-C certification as recognized by WSIB.
- Other qualifications and certifications an asset (i.e Lifesaving Society Instructor, High Five PHCD, Emergency First Aid Instructor, Aquafit Instructor).
- 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.
- Prior to employment, successful applicants must provide proof of qualifications.

Qualified candidates are invited to submit their resume and Lifesaving Society ID number to Emily Francis, Recreation Program Coordinator no later than Friday January 30, 2026, at 4:00pm. Applications 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

(519) 925-2400

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.