FORTFRANCES

Employment Opportunity

Position:	Lifeguard/Instructor/Receptionist
Division:	Community Services & Facilities
Commencing:	August 4, 2026
Hours of Work:	35 hours per week
Location:	Memorial Sports Centre, Fort Frances
Salary:	$27.87 /hour to $33.67 /hour; annualised to $50,723.40 to $61,279.40 for 2026
Posting Date:	July 17, 2026
Deadline:	Open Until Filled

Please submit your application through our website at:
https://www.fortfrances.ca/town/human-resources/employment-opportunities

The Town is committed to supporting the professional development of the successful candidate by covering the costs associated with required certifications and training.

To learn more about this opportunity, please contact Ria Cuthbertson, Aquatics Supervisor at 807 274-4561 ext 1720.

Position Description

Position Title: Lifeguard/Instructor/Receptionist

Supervisor: Aquatics Supervisor

Employee Group: Non-Union

Position Summary

- As a lifeguard, the incumbent is responsible for the safety of the patrons in the pool area so that accidents are prevented; handles emergencies according to procedures; and ensures that participants are provided with a safe, friendly atmosphere.
- As an instructor, the incumbent ensures that all class participants are instructed and supervised as per requirements.
- As a receptionist, the incumbent is responsible for conducting control of the Memorial Sports Centre entrance, collecting admission and program registration fees, and is responsible for enforcing public policy in the Sports Centre facilities

Direction Received

- Carries out the duties and responsibilities of the position under the direction and supervision of the Aquatics Supervisor

Direction of Others

- The incumbent oversees the work of Student/Assistant Lifeguards and Instructors, and is the senior staff member at the Sports Centre during evening and weekend shifts
- The incumbent has no direct supervisory responsibilities

General Responsibilities

Lifeguard

- Ensures proper knowledge of pool hazards, policies, procedures, schedules, and programs
- Supervise pool, deck, and public viewing area during scheduled swims and lessons.
- Responds to emergency situations as outlined in certification requirements and training.

- Ensures that all aquatic area procedures are followed correctly.
- Keeps pool area clear of obstructions.
- Required to wear a regulation-compliant uniform
- Carries whistle and a reaching assist at all times while on duty
- Maintains order in the pool and takes steps to prevent accidents from occurring
- Ensures accident / incident forms are completed promptly
- Attends regular staff training and meetings
- Performs water tests as required
- Completes cleaning duties checklist
- Performs other duties as assigned

Instructor

- Instructs Lifesaving Society and other aquatic swimming programs
- Setup equipment for Swimming Lessons
- Ensures that all worksheets are completed and submitted to Aquatics Supervisor prior to final lessons
- Prepares lesson plans for all swimming classes
- Distributes evaluation reports on the last lesson
- Maintains attendance records

Receptionist

- Performs cash control procedures
- Performs closing procedures and ensures that building is secure
- Enforces public policy in Memorial Sports Centre facilities
- Processes registrations for pool and recreation programs
- Answers telephones and responds to public enquiries
- Provides patrons with information
- Attends regular staff training and meetings
- Performs light cleaning duties
- Performs other duties as assigned

Senior Guard

- Responsible for the occasional and indirect supervision of junior staff on evening and weekends

Education and Qualifications

Required

- Current Swim Instructors certification
- Current National Lifeguard certification (NL)
- High School Diploma or General Education Diploma (G.E.D.)
- Valid Ontario Driver's license (minimum Class G2)
- Intermediate/Standard First Aid & CPR-C
- The Town is committed to supporting the professional development of the successful candidate by covering the costs associated with required certifications and training.

Preferred

- Experience as a lifeguard or instructor

Knowledge, Ability & Skill

- Demonstrates superior interpersonal skills in serving the public and interacting with staff and management
- Able to organize and complete work assignments under minimal supervision Understands and effectively carries out oral and written instructions
- Demonstrated experience in a computerized office environment
- Working knowledge of relevant computer applications
- Communicates effectively both orally and in writing
- Considerable knowledge of applicable safety regulations
- Some experience supervising staff

Effort

- Considerable strength, stamina, and coordination to carry out the duties of the position
- Requires careful and constant supervision of pool patrons
- Concentration must be maintained at all times
- Interruptions are continual throughout the day

Working Conditions

- The hours of work shall consist of thirty five (35) hours per week based on seven (7) hours per day
- The incumbent spends 100% of the average workday indoors. This time is spent in open areas with continuous exposure to noise from patrons and children at play
- Moderate to Heavy physical work is required for short to intermediate duration
- Regular exposure to chlorinated water

Conditions of Employment

- Successful candidates for the position will be required to:
  - Maintain all required qualifications
  - Provide a satisfactory Criminal Record and Vulnerable Sector Check prior to starting