

JOB POSTING - EXTERNAL

Position:	Lifeguard Instructor II	Date of Posting:	2025-09-19
Department:	Recreation & Community Services	Closing Date:	Until Filled
Reports to:	Recreation Coordinator		
Job Type:	Permanent full-time, 40 hrs/week, Sunday-Saturday, in person		
Salary Range:	\$36.92 per hour	Employment Type:	CUPE 15.01 & 15.02

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR @princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our Recreation & Community Services team as a Lifeguard Instructor II. Reporting to the Aquatic Coordinator, the Lifeguard Instructor II works independently, assumes responsibility and takes initiative to complete duties related to pool filtration, chemistry, lifeguarding, instructing, administration and special events. If you are currently a Lifeguard Instructor I, upon successful placement, you will be required to become a Lifeguard Instructor II within one year. At the time of complete certifications of a Lifeguard II, you will receive Lifeguard two wages.

The Recreation and Community Services department strategic priorities are:

- **Safety lens** – to provide a safety lens in your duties and public interactions.
- **Critical and creative thinking** – to think systematically and explore possible solutions to problems in an innovative way.
- **Time management** – to establish priorities to meet deadlines in order to carry out multiple tasks or projects at the same time.
- **Aptitude in customer service** – to focus on improving guest experience and manage feedback in a respectful and professional manner.
- **Decision Making** - Ability to prioritize decisions and make on the spot decisions with minimal direction.

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new opportunities and brings ideas for future advancement.

What you'll do...

- Perform lifeguarding, first aid, and maintenance duties in accordance with associated governing bodies.
- Ability to supervise and scan the activities of large groups of facility users at pools.
- Teaches learn-to-swim, stroke improvement, and water safety; maintains lesson sheets; assists with arrangements for course times and classes; prepares lesson plans and resource materials; and evaluates and qualifies pupils.
- Teaches aquafit fitness programs
- Supervise the activities of all participants and guests, providing direction regarding appropriate conduct.
- Supports and/or provides leadership to seasonal and camp instructors, where applicable
- Provides information to inquiring patrons regarding aquatic and/or facility programs offered, and refers unusual concerns, complaints or inquires to the Aquatic Lead
- Organize, instruct and review aquatic lessons, programs and special events.
- Perform aquatic facility janitorial practices and procedures.
- Maintain and troubleshoot the chemistry and filtration of all aquatic facilities.
- Prepare and submit reports, evaluations and statistical information.
- Complete administrative and other duties, as required.

What you're willing to achieve or already have...

- Knowledge and understanding of the recreation, sport, and culture sector.
- Experience in planning, supervising and evaluating swimming lessons, aquafit or other associated department programs or events.
- Ability to establish and maintain effective working relationships with staff, patrons and community collaborators.
- Willingness to learn, grow and adapt to change.
- Demonstrated ability to participate and lead in-service and team meetings.
- Excellent verbal and written communication skills with working knowledge in computer software programs, Microsoft Office, etc.

What to send our way...

- A cover letter that explains your interest in working with us.
- Your resume highlighting your experience, and skills.
- Assets Certification: High 5 Principles of Health Child Development

LIFEGUARD INSTRUCTOR I – Must Meet All Required Certifications	
16 years of age	
Canucks Autism Network Training (elearning webinar)	To complete within three months
Sport for Life Introduction to Physical Literacy Certification (Online)	To completed within three months
Lifesaving Society National Lifeguard Pool	Recertified Every 2 years
Standard First Aid	Recertified Every 3 years
CPR “C” AED	Recertified Every 1 Year
Swim for Life Instructor	Recertified Every 2 years
WHMIS	Lifetime Award – Annual Refresher
Pool Operator 1	Lifetime Award

LIFEGUARD INSTRUCTOR II	
Previous Lifeguarding & teaching experience	1000 hours
Standard First Aid	Recertified Every 3 years
CPR “C” AED	Recertified Every 1 Year
Swim for Life Instructor	Recertified Every 2 years
Lifesaving Society Instructor Award – Co-teach completion, Individual Facilitation Completed - 3 Bronze Medallion, 3 Bronze Cross	Recertified Every 2 years
WHMIS	Lifetime Award – Annual Refresher
Pool Operators 2	Lifetime certification
Certified Fitness Instructor Award (BCRPA) Aquafit	Recertified Every 1 years
Attend all In-Services as scheduled and required.	Mandatory attendance.

Fitness Requirement:

- The successful applicant will be required to meet all physical standards of the Lifesaving Society’s National Lifeguard Service Award every two months.
- Ability to perform tasks and manage energy levels effectively throughout the workday
- Ability to lift and carry up to 50 pounds and perform manual labor
- Ability to stand, walk, or sit for extended periods.
- Ability to respond quickly to emergencies or urgent situations.
- Ability to use standard office equipment, including computers, phones and photocopiers.

Compensation & Benefits

This is a permanent, union position that offers a competitive salary complemented by a superior benefits package.

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- This position is a permanent position, and applicants must be able to demonstrate they meet the City of Prince Rupert's eligibility requirements as outlined on our website:
<https://www.princerupert.ca/city-hall/careers-volunteering/job-postings>
- This position will require a dry and wet interview

Please submit your cover letter, CV or resume and copies of certifications **(in PDF formats)** to:

Brian Millis - Recreation & Community Services Manager

Email: hrrec@princerupert.ca

Subject: Lifeguard Instructor II (40 hrs)

or mail all documents to:

City of Prince Rupert

Attn: Brian Millis

1000 McBride Street Prince Rupert, BC, V8J 4N9

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.