



Ottawa Tennis Club Job Description

Position: *Lifeguard and Swim Instructor*

Reports To: Assistant Manager, Club Manager, and/or Executive Director

Remuneration: \$18.00-18.60 (plus 4% vacation pay) [\$1 more plus 4% vacation pay for Swim Lessons]

Contract: May 30 to September 7, 2026. Seasonal Full-time (up to 35 hours/week) and Part-time (up to 24 hours/week) positions available.

Job Summary:

A Lifeguard and/or Swim instructor ensures the safety and well-being of all members/guests at our aquatic facility. You will be part of a culture whose mission is to provide a friendly, respectful, and inclusive environment to OTLBC club members and the community. We are looking for individuals who maintain open lines of communication, work cooperatively with other staff, and know how to have fun while being very safety oriented.

Responsibilities

- Supervise swimming activities at the OTC outdoor pool and ensures that policies, guidelines, and safety procedures are followed.
- Monitor any improper activities and enforce pool regulations and water safety policies.
- Respond to emergencies and perform rescue techniques and first aid.
- Evaluate conditions for safety and initiate an aquatics emergency action plan as required.
- Inspect pool facilities, equipment, and water to ensure they are safe and usable.
- Perform chemical additions to the pool and vacuuming as asked by the Head Lifeguard
- Perform daily checklists of chemical and number of bathers in the pool
- Execute the pool opening and closing checklist and report any issues promptly.
- Maintain the general tidiness and cleanliness of the pool grounds.
- Continuously builds positive relationships with OTC members, children, parents, and other staff during their shifts, dealing with concerns as they arise.
- Perform other duties as assigned.

Qualifications

- Must be 15 or older
- One (1) season of lifeguarding preferred.
- Must have current National Lifeguard qualification and valid Standard First Aid with CPR-C.
- Swim Instructor Certification (Asset)
- Ability to work well independently and have excellent communication skills.
- Must be safety conscious, dependable and have a strong work ethic.

- Must demonstrate good judgment, discretion and diplomacy skills.
- Vulnerable Sector Check (if aged 18+)

OTLBC VALUES

Respect – OTLBC believes that its members, staff and volunteers should treat each other respect and courtesy and can expect to be treated by others in this same manner. This means refraining from using coarse language, raised voices, making personal attacks on the individual or using any physical or verbal means of intimidation. ***You can disagree without being disagreeable.***

Sportsmanship – OTLBC members, staff and volunteers believe in fair play both in recreational, competitive and social activities at the club. This means abiding by the club policies and court booking rules (not double booking or trying to find a way around the booking rules to extend your play while others are waiting their turn), not cheating and giving your opponent the benefit of the doubt during play and competition.

Honesty & Integrity – OTLBC staff, membership and its volunteers commit to being honest, accountable and transparent in their conduct. This means individuals refrain from playing regularly until their membership is fully paid, members and staff openly discuss and share feedback in a constructive manner focusing on how things can be improved rather than trying to lay blame.

Fun – OTLBC believes in fostering an environment where sport, leisure and social activities are fun, positive and lead to sense of wellbeing and self-confidence. This means that staff, volunteers and members are acknowledged for keeping it light and fun while appreciating and celebrating each other's participation in the club's social life.

Volunteerism – OTLBC promotes and encourages volunteerism as it foster's a sense of pride among members and increases their engagement in the club. It also strengthens the capacity of the club to provide more services while providing volunteers with an opportunity to develop and contribute. This means that members contribute voluntarily where they can without promise of any personal gain and staff and management support these volunteer efforts to the best of their ability and being mindful of other club activities/events that may cause conflict.

Inclusiveness – OTLBC staff, volunteers and members share a common desire to create a welcoming and inclusive environment where people can enjoy the facilities, participate in events, and develop meaningful relationships. This means that members, staff and management encourage participation in all events and activities, engage with other members (especially new ones) and offer support or assistance to those who need it. ***"Inclusion is a process of identifying, understanding and breaking down barriers to participation and belonging."***