



Certification Course Instructor

*Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada's top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto. **Benefits include** free access to the world class gym facilities, group fitness classes, Strength and Conditioning Centre, discounts on Programs and Leadership courses and much more!*

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Deadline:	Wednesday, October 29, 2025
Number of Positions:	4-8
Rate of Pay:	\$31.64/hour
Start Date:	Sunday, January 18, 2026
End Date:	Saturday, May 2, 2026
Number of Hours per week:	Variable
Classification:	University of Toronto, Casual
Summary:	The successful candidate will work as part of the Aquatics team to lead fun, safe and educational certification courses. They will have an understanding of all aspects of applicable course content and teaching methodology; explaining, demonstrating, teaching; and evaluating specific skills and techniques as designated by the curriculum standards. Ability to adapt teaching techniques to meet needs of a variety of learners. The Certification Course Instructor may also be required to open and secure pool area and/or classroom spaces. Additional duties may include pool/class set-up and take-down and equipment (i.e. computer) maintenance. Professionalism is demonstrated by arriving to allow sufficient preparation time, and beginning and ending classes punctually. Instructors are expected to act in a manner that is representative of both KPE and the assigned governing body. All course pre-requisites must be verified before the start of the class. Core plans/course outlines and daily lesson plans must be created and shared with management staff prior to the start of the course. Instructors are responsible for continuously evaluating and documenting participants' performance and providing timely verbal and written feedback to candidates regarding their participation and ability to meet the communicated course standards. Attendance must be recorded; certification courses require 100% participatory attendance. Test sheets and certification cards are to be completed by the end of the course. All instructional staff must understand and follow all KPE policies and procedures. Other duties may be assigned. Instructors are needed for the following programs: Programs for U of T Students and Members: • Standard First Aid (Lifesaving Society & Canadian Red Cross) • CPR-C (LSS & CRC) • Bronze Medallion with Emergency First Aid (LSS) • Bronze Cross (LSS) • National Lifeguard (full course & recertification) (LSS) • Airway Management (LSS) • Swim Instructor (LSS) • Lifesaving Instructor (LSS) • First Aid Instructor (LSS)

	Children & Youth Programs (Junior Blues): • Emergency First Aid (LSS) • Standard First Aid (LSS) • Bronze Medallion with Emergency First Aid (LSS) • Bronze Cross (LSS) • National Lifeguard (full course & recertification) (LSS) • Swim Instructor (LSS) • Lifesaving Instructor (LSS) Co-Curricular Record Competencies: Goal-setting and prioritization Decision-making and action Communication Fostering inclusivity and equity Social Intelligence Teamwork
Minimum Qualifications:	EDUCATION: Some university education preferred. Preference given to U of T students. EXPERIENCE: Ability to teach participants with different skill levels and learning styles. Familiarity with KPE programs and services is an asset. Experience teaching certification courses preferred. Candidates may be required to complete an apprenticeship before conducting an independent course. University of Toronto full-time students and employees who work as a lifeguard and/or aquatic instructor for KPE will be given preference. CERTIFICATIONS: All instructors must have current certifications as required to teach assigned certification course. Certifications MUST be valid through position end date. Proof of registration in a recertification course scheduled before the certification expiry date will be accepted in lieu of above. Required: 1. CPR-C (SJA, RC or LSS) current within one year of issue required. Course offered upon hire. 2. Standard First Aid (SJA, RC or LSS) current within three year of issue required. Instructors with the following certifications are needed: Canadian Red Cross First Aid Instructor Canadian Red Cross First Aid Instructor Trainer Lifesaving Instructor Lifesaving Society Bronze Level Examiner Lifesaving Society First Aid Instructor & Examiner Lifesaving Society National Lifeguard Instructor & Examiner Lifesaving Society Airway Management Instructor & Examiner Lifesaving Society Examiner Mentor Lifesaving Society Swim/Lifesaving/National Lifeguard/First Aid Instructor Trainer *Please note that instructors will be required to hold a valid and current National Lifeguard–Pool certificate as deemed necessary.

	ADDITIONAL QUALIFICATIONS: Skills: Must demonstrate that skills meet the minimum standards of the Lifesaving Society and other certifying organizations at wet screening, in-services and/or during skill assessment. Must possess strong interpersonal skills to work and function within a team environment; be able to deal well with conflict situations. Candidates must demonstrate strong knowledge of incident prevention and class safety, and a present a variety of teaching skills. Excellent oral and written communication skills are required. The ability to work effectively in a diverse environment must be evident. The candidate must possess strong leadership skills and be self-motivated, reliable, professional, responsible, and vigilant. OTHER: Name Based Criminal Records Check: Employment is conditional upon providing proof that there are no relevant criminal records that would impact working in a position of leadership and with children (completed no more than 1 year ago). Hepatitis B Immunization: Employment is conditional upon providing proof that immunization against Hepatitis B virus is either completed or at minimum initiated (verified by physician's note). If the candidate has been advised by a physician not to be immunized for specific health reasons, a letter from a doctor must be provided.
Method of Application	ONLINE APPLICATION FORM REQUIRED U of T Sport and Rec Aquatics Hiring Application - Winter 2026 Ability to attach and submit required hiring documents exists within the online application (resume, cover letter, certifications, proof of registration, name based criminal records check, proof of hep b vaccination, etc.). Required documents, as outlined within the online application process, must be submitted. Please do not submit an application via e-mail. If you experience any issues, please reach out to the contact below. <i>Only successful candidates will be contacted. Preference given to U of T students.</i> <i>If you are planning to attend and require accommodation(s) due to disability, please contact us and we will work with you to make appropriate arrangements.</i>
Contact Information:	Will Kopplin Manager, Children and Youth will.kopplin@utoronto.ca Masha Reshetnikova Assistant Manager, Aquatic and Sport & Rec Programs masha.reshetnikova@utoronto.ca
Date Posted:	October 6, 2025