

**Job Posting: #2023-04**

**Job Title: Pool Assistant**

Department: Community Services

Reports To: Recreation Services Coordinator, indirectly to Head Guard

Status: Seasonal

Duration: May 1, 2023 to September 2, 2023

Hours per Week: Approximately 15 to 40 hours per week (hours will vary per week based on operational needs)

Hourly Rate: \$15.90 - \$18.41

Number of Positions: 1

**Application Due Date: Sunday, February 5, 2023**

### Position Summary

This position will provide customer service to patrons of the Blue Dolphin Pool. Provides administrative assistance to the Recreation Services Coordinator, Head & Assistant Guards (registrations, phone calls, deposit preparations, pool tests, and assistance with swimming lessons). Assists in the facilitation of Swim Camps, special events, and other recreational programming at the Blue Dolphin Pool.

**Note:** An end-of-season rebate may be available to those who obtain required qualifications for the 2023 season.

### Role Specific Duties and Responsibilities

1. Assist the public with questions pertaining to the Blue Dolphin Pool (phone calls, emails, etc.).
2. Take registrations for swim lessons (public and private), rentals, and admission fees.
3. Assist with updating the Blue Dolphin Pool social media pages.
4. Prepare bank deposits for the Recreation Services Coordinator & Head Guard.
5. Take, log, and ensure chemical tests are completed in a timely manner.
6. Track and log facility usage (number of swimmers in the pool).
7. Assist instructors with class attendance, set-up and clean-up.
8. Assist with the facilitation and implementation of Swim Camps, special events and other recreational programming at the Blue Dolphin Pool.
9. Contribute to facility cleaning duties.
10. May be asked to assist in the water during lessons.

### General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

3. Perform other duties as may be assigned in accordance with department and corporate objectives.

### Required Certifications and/or Health and Safety Requirements

1. Completion of Bronze Star
2. Standard First Aid & CPR C, AED
3. High Five Principles of Healthy Child Development (PHCD)

### Education, Skills and Experience

1. Completion of Bronze Medallion and/or Bronze Cross considered an asset.
2. Completion of Lifesaving Assistant Swim Instructor considered an asset.
3. Experience with Microsoft Word, Excel & Outlook.
4. Experience with PerfectMind considered an asset.
5. Some knowledge of Lifesaving Society levels and courses considered an asset.
6. Ability to perform First Aid procedures and ready to assist with emergencies.
7. Experience in an aquatic setting considered an asset.
8. Volunteer experience in an aquatic setting considered an asset.
9. Current Lifesaving Swim Instructor qualification considered an asset.
10. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
11. Ability to interact and deal effectively and courteously with all levels of staff and the general public.

### Physical Demands and Working Conditions

- Physical demand requires daily set-up of equipment; moving lane ropes, tot dock, and placing equipment to and from deck. Working conditions are at an outdoor aquatic facility with exposure to various outdoor elements (sun, rain).
- Normal hours of work are between minimum of 15 and maximum of 40 hours per week based on operation needs. Availability to work evenings, weekends, and split shifts is required.

### Contacts and Interactions

- Communicates regularly with municipal staff, tax payers, community groups, and the general public.



## Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-04 by Sunday, February 5, 2023 to:

[jobs@meaford.ca](mailto:jobs@meaford.ca)

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

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

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact [jobs@meaford.ca](mailto:jobs@meaford.ca).