

**Job Posting: #2023-05**

**Job Title: Instructor/Lifeguard Casual**

Department: Community Services

Reports To: Recreation Services Coordinator, indirectly to Head Guard

Status: Seasonal - Causal Relief

Duration: May 1, 2023 to September 2, 2023

Hours per Week: Up to 40 hours per week

Hourly Rate: \$16.04 - \$19.67

Number of Positions: 2 (Part-Time)

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

### Position Summary

This position will provide customer service to patrons of the Blue Dolphin Pool. Instructs learn-to-swim and lifesaving levels based on the Lifesaving Society curriculum (Aquatot-Level 10). Provides safe supervision and ensures safe participation of all participants, while practicing a preventative approach to safety (water rescues and administering first aid when necessary).

**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. Instruct Lifesaving Society curriculum to patrons.
2. Evaluates students' progress, completes all necessary forms and records (worksheets, report cards).
3. Assist the public with questions pertaining to the Blue Dolphin Pool (phone calls, emails, etc.).
4. Take registrations for swim lessons (public and private), rentals, and admission fees in the absence of the Pool Assistant.
5. Enforces admission policies, standards, and pool rules.
6. Take, log, and ensure chemical tests are completed in a timely manner.
7. Track and log facility usage (number of swimmers in the pool).
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.

### 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. National Lifeguard Certification (NLS) required. (Must be 16 years of age)
2. Current Lifesaving Swim Instructor required
3. Standard First Aid & CPR C, AED
4. High Five Principles of Healthy Child Development (PHCD)

### Education, Skills and Experience

1. Experience with Microsoft Word, Excel & Outlook.
2. Experience with PerfectMind considered an asset.
3. Knowledge of Lifesaving Society levels and courses.
4. Experience working/volunteering with children and/or in an aquatic setting.
5. Ability to perform First Aid procedures and ready to assist with emergencies.
6. Ability to perform National Lifeguard skills to standard.
7. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
8. 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 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). Works in and out of water in warm and/or cool deck temperatures.
- Normal hours of work are up to 40 hours per week. Availability to work evenings, weekends, and split shifts is required.

### Contacts and Interactions

- Communicates regularly with 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 #2023-05 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).