



Instructor/Lifeguard POSTING No. 201737

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Assistant Coordinator and/or the Recreation Coordinator, this position is responsible for the design of program plans, instruction of swimming lessons and provision of lifeguarding services. The position provides lifeguarding and instruction in adherence to governing authorities and develops and delivers high quality programs that comply with department and industry standards.

Accountabilities:

Premium Quality Programs and Services

- Provide lifeguarding and instruction in adherence to governing authorities (i.e. Regulation 565/90 Health Promotion Act, National Lifeguard curriculum)
- Develop and deliver high quality programs that comply with department and industry standards (i.e. HIGH FIVE®, The Lifesaving Society, etc.)
- Incorporate and model the HIGH FIVE® Principles of Healthy Child Development in program delivery where appropriate
- Conduct programs in a pleasant and positive manner and adhere to program plans, standards and scheduled times

Exceptional Customer Service

- Maintain an awareness of program and be available to provide front-line customer service to current and potential customers on an ongoing basis
- Learn and use the names of all participants in the program and ensure that they know your name
- Maintain a positive and professional approach to all work tasks at all times

Maintaining a Safe and Secure Environment

- Maintain a proactive approach to health and safety through compliance with Policy, Procedures and Emergency Plans and work in a manner that is safe for self and others
- As required, tend to any incidents and personal injuries and/or assist coworkers. Complete all required documentation, and forward promptly to Assistant Coordinator and/or Recreation Coordinator
- Actively work to prevent accidents, enforce rules and educate participants about safe behaviour in program, inform the Assistant Coordinator and/or Recreation Coordinator of any escalating issues and assist in resolving
- Keep alert, fit and rescue-ready at all times while on duty and seek clarification regarding emergency procedures if required

Professional Quality Working Relationships

- Work collaboratively with co-workers as a team through open communication, sharing ideas, supporting each efforts, planning, and sharing workload
- Attend all staff meetings and mandatory staff trainings as directed

Effective and Efficient Administrative Processes

- Complete, maintain and submit all appropriate administrative paperwork as directed (i.e. program, instructor and volunteer evaluations, attendance forms, etc.)
- Complete all appropriate paperwork regarding any accidents or incidents in a thorough and timely manner and forward to the Assistant Coordinator and/or the Recreation Coordinator

You possess:

- Current National Lifeguard (NL) and/or Current Lifesaving Society Lifesaving Instructor and Current Lifesaving Society Swim Instructor
- Current Standard First Aid with AED Certificate with CPRC within 2 years
- Parks and Recreation Ontario HIGH FIVE® Certification
- Visual acuity of 20/20 corrected with at least one eye and minimum 20/40 corrected in the poorer eye
- Corrective lenses to achieve 20/20 vision (must be worn and be secured at all times when on duty)
- Peripheral vision of 120 degrees with both eyes used together (in accordance with Lifesaving Society standards)
- Current Police Record Check – Vulnerable Sector Screening

Compensation:

The range for the hourly rate of this part time position is \$12.75 - \$14.51 per hour. Must be available to work scheduled programs as required (may include early mornings, evenings and weekends) at any of the Town's aquatic facilities.

Qualified candidates may submit a detailed resume in confidence to the Town by **4:30 p.m., August 29, 2017**. Please quote Posting **No. 201737** on your resume.

Mail:

Human Resources
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Town of Halton Hills

Fax: (905) 873-1431

Email: (preferred)

humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2