

# JOIN OUR TEAM!



## THE ROLE

### Aquatic Instructor/Lifeguard

This is a **temporary full-time** role at the County. The hourly compensation for this role is **\$18.205**.

## THE OPPORTUNITY

Join our Community Development & Partnerships aquatics team where you will ensure the safety of all swimmers at Haldimand County pools!

Take charge of maintaining a safe environment at County swimming pools, splash pads and a wading pool. Respond promptly and effectively to emergencies, while prioritizing the well-being of participants.

Lead the delivery of safe, high- quality swimming lessons in alignment with Haldimand County and Lifesaving Society standards. Lastly, serve as a positive role model for both staff and members of the general public.

If you are interested, please apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Uniform Allowance
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Tea-Building Supports
- Career Growth
- Networking Opportunities



- Enrolled in high school or post- secondary
- Lifeguarding certifications



- Some prior experience in an aquatic setting, including training or volunteering.



- Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

## THE COUNTY

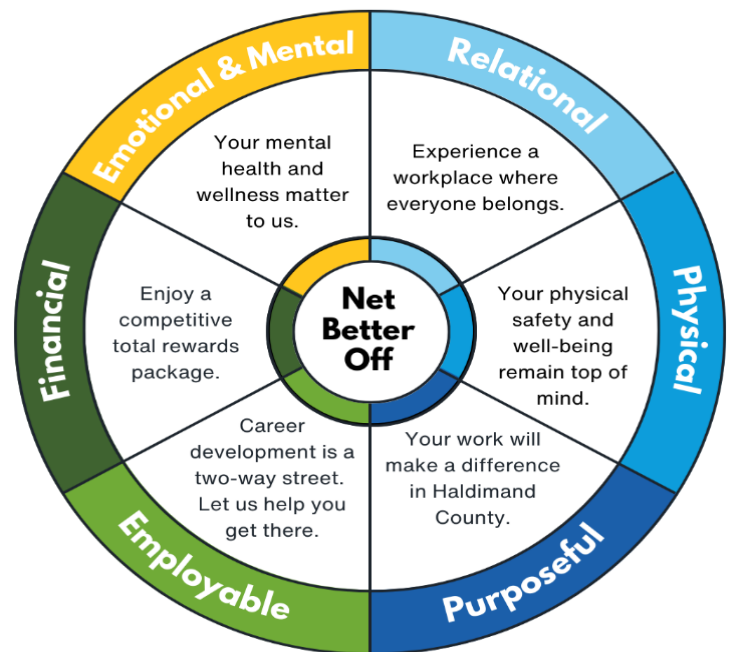
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Aquatic Instructor/Lifeguard, Community Development & Partnerships

<b>POSTING PERIOD:</b> December 15, 2023 – January 31, 2024	<b>Employer Group:</b> Non- Union <b>Reporting To:</b> <ul style="list-style-type: none"> <li>• Supervisor, Community Programs &amp; Events</li> <li>• Community Recreation Programmer</li> </ul>
<b>Grade:</b> Student 2  <b>Wage Range Per Hour:</b> \$18.205/ per hour (October 2023)	<b>Position Status:</b> Temporary Full-Time  <b>Hours Worked Per Week:</b> Up to 40 hrs  <b>Location:</b> All Pool Locations (Caledonia, Dunnville, Hagersville)

### CORE COMPETENCIES:

Interpersonal Communication | Collaborative Skills | Emotional Intelligence | Diversity & Cultural Intelligence

### POSITION SUMMARY:

This role carries the responsibility for the well-being, supervision and safety of swimmers and the general public participating in County programs and leisure activities conducted at County swimming pools. Instructors take the lead in delivering safe, high-quality and enjoyable swimming lessons that adhere to the standards set by Haldimand County and its recognized affiliate (i.e., Lifesaving Society (LSS)). This includes creating a safe, fun and developmentally-beneficial environment for all participants. Lifeguards are responsible for maintaining a safe environment and responding as needed in the event of emergency. Furthermore, within this, they serve as a positive role model for both staff members and program participants. In the absence of the *Aquatic* Coordinator, this position may be assigned some of the *Aquatic* Coordinator's duties and responsibilities.

### QUALIFICATIONS, KNOWLEDGE & SKILLS

#### Education

- Must be enrolled in secondary school (at least 15-years-old), community college or university and returning to school in September on a full-time basis.
- Plus have the following current certifications:
  - National Lifeguard (NL);
  - Lifesaving Instructor "Bronze Family";
  - Lifesaving Swim Instructor;
  - Standard First Aid;
  - Aquatic Supervisor training required for Acting Aquatic Coordinators (AACs).

#### Experience

- Some experience in an aquatics setting, including training, volunteer, or personal experience.

#### Knowledge/Skills

- Demonstrated interest in working with people.
- Proven customer service skills.
- Access to reliable transportation to and from work.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or exchange routine information.

- Demonstrated initiative and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional work with confidential information.
- Proven ability to operate a point of sale (POS) device and/or issue receipts.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity and minor refinement of procedures when necessary.
- Organizational skills, with conscientiousness to avoid errors, and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit.
- Technology Aptitude:
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
  - Special consideration will be given to applicants with experience in the following:
    - Worktech (Pearl) - timesheet entry
    - Swimgen- swimming lesson report cards
    - ActiveNet – program registration and participant information

## RESPONSIBILITIES

The incumbent's responsibilities include, but are not limited to:

### People

- Provide continuous supervision to all swimmers.
- Interact with parents and/or identified caregivers and address minor complaints or concerns using a courteous, respectful and professional approach.
- Serve as a positive role model for both staff members and program participants.

### *Instructors:*

- Instructors will take the lead in delivering safe, high-quality and enjoyable swimming lessons that adhere to the standards set by Haldimand County and its recognized affiliate (i.e., Lifesaving Society (LSS)).
- Create a safe, fun and developmentally-beneficial environment for all participants.

### *Lifeguards:*

- Lifeguards are responsible for maintaining a safe environment and to respond as needed in the event of an emergency.

### *Acting Aquatic Coordinator (AAC):*

- Supervise the activities at the pool facility, when Aquatic Coordinator is not onsite, to ensure that the pool is operating in accordance with all applicable regulations, County policies and procedures.

### Timeline

- Ensure the pool facility is ready to open as per schedule and in accordance with the applicable regulations.

### Money/Asset

- Designated AAC is responsible for verifying the accuracy of the POS (Point of Sale) device daily summary (Caledonia Lions Pool).

### Functional

- Daily Operations:
  - Ensure a safe and inclusive environment exists for all participants utilizing the programs.
  - Arrive promptly for all scheduled shifts; be on deck, in uniform, ready for the start of the scheduled shift.
  - Attend and participate in all mandatory staff training sessions.
  - Maintain a respectful relationship with pool patrons.

- Be able to perform all lifeguarding and instructing skills according to level of qualifications.
- Promote the programs offered by the Community Development & Partnerships Division.
- Engage in training opportunities to increase knowledge and skills.
- Lead by example and ensure all facility rules are followed by other recreation staff, participants and visitors.
- Assist with set-up and clean-up of the pool building and deck and surrounding area, ensuring the cleanliness of the equipment and facility (meeting space/washrooms/outdoor space).

*Lifeguards:*

- Ensure the health & safety of all individuals using the pool and its surrounding area by maintaining constant vigilance at all times.

*Instructors:*

- Prepare core plans and lesson plans to ensure that all items are taught and to facilitate a progressive learning environment.
- Conduct lessons using proper and effective teaching methods; evaluate based on LSS standards.
- Assist with program volunteers, enriching and developing their leadership skills through positive role modelling, program planning and involvement; provide regular feedback and complete the volunteer feedback cards.

*Acting Aquatic Coordinator:*

- Be responsible for the safe operation of the pool when the Aquatic Coordinator is off-site and ensure all designated responsibilities are completed.

- Site/Pool Maintenance:

- Ensure that the pool is operated in accordance with the Health Protection and Promotion Act R.R.O. 1990, Regulation 565 and inform the Aquatic Coordinator or designate of any concerns.
- Ensure site, equipment and supplies are appropriately maintained and stored to minimize risk at all times, including informing Aquatic Coordinator of any deficiencies.
- Ensure cleanliness of pool entrance/office/foyer/change and washrooms/equipment rooms/pool deck. Assist in the general daily maintenance of the pool, building, wading pool and/or splash pad and surrounding grounds.

- Reports & Records:

- Ensure that all records and reports are kept and maintained throughout operation of the facility and completed professionally and with accuracy (i.e. first aid documentation, incident/accident forms, pool attendance, pool tests, progress sheets, report cards) and provided to the appropriate supervisor, as required.
- Report any supply or equipment needs to the appropriate supervisor, as required.
- Ensure all required payroll information is completed accurately and submitted on time.

- Health & Safety:

- Know and understand emergency procedures for the facility.
- Ensure a safe environment exists for all participants utilizing the facility. Conduct safety checks onsite and for the equipment.
- Provide continuous supervision of all pool patrons.
- Be able to perform all lifeguarding and instructing skills according to level of qualifications.
- Apply basic life support and/or first aid should the need arise in accordance to level of qualifications.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

## **POSITION REQUIREMENT(S):**

current (within the past 6 months) Police Check	OPP LE 220 (18+)
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**WORKING CONDITION(S):**

- Pools Operating Hours: Monday to Sunday (6:00am – 8:30pm), as scheduled.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer which strives for inclusivity and belonging for all.

Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.