



## MEETINGS OF COUNCIL:

**7:00 pm Tuesday, March 29** – No Meetings of Council

Reminder the Town Hall Offices will be closed on Good Friday (March 25) and Easter Monday March 28).

## EMERGENCY NUMBERS

Police · Fire · Ambulance 911 Emergency Only  
Public Works Emergency Number 24/7 613-257-2253 [info@carletonplace.ca](mailto:info@carletonplace.ca)  
175 Bridge Street Carleton Place, ON K7C 2V8  
613-257-6200 [www.carletonplace.ca](http://www.carletonplace.ca)

## WASTE COLLECTION SERVICES – EASTER MONDAY

Garbage and recycling will be collected as normal on Monday March 28th (Easter Monday). Please ensure all items are at the curb before 7am. Should you have any questions regarding waste collection on this day please call (613) 257-1195.

## JOB OPPORTUNITIES

### Pool Supervisor (casual)

Summary: This individual will be responsible for the supervision of the pool facility on evenings and on weekends – Friday, Saturday and Sunday and will be responsible for ensuring that the pool is operating as per the requirements of the Ontario Health Regulation 565.

Qualification/Experience:

- Two years of directly related experience;
- Current Aquatic Supervisor Training Certification;
- Current Lifesaving Swim Instructor Certification;
- Current Lifesaving Instructor Certification;
- Current National Lifeguard Service – Pool Certification;
- Current Standard First Aid/CPR C/AED Certification;
- Excellent verbal and written communication skills with the ability to represent the Pool in a variety of public forums;
- Strong interpersonal skills with a commitment to creating a team environment within the workplace;
- Strong computer skills; Strong working knowledge of CLASS an asset;
- Strong management, supervisory and analytical skills;
- Possess and maintain a valid Class G Drivers licence;
- Pool Operator's Certificate – an asset;
- Certified Aquafit Instructor – an asset; and
- Bronze Examiner – an asset.

### Lifeguard

Summary: Responsible for monitoring recreational swimming activities, including: patrolling the pool deck and scanning the water, as well as monitoring patrons to ensure a safe swim environment.

Qualification/Experience:

- National Lifeguard - Pool;
- Current Standard First Aid/CPR C/AED from an accredited organization;

- National Lifeguard – Waterfront an asset;
- Additional aquatic qualifications and/or experience considered an asset;
- Exceptional customer service and communication skills; and
- Submit or agree to a Vulnerable Sector Criminal Record Check.

### Aquafit Instructor

Summary: Under the direction of the Pool Supervisor, Instructors are responsible for planning, organizing and implementing a high quality program that is motivating and enjoyable for all participants. Responsible for the safety and wellbeing of registered participants at all times.

Qualification/Experience:

- 16 years of age or older;
- Current Standard First Aid/CPR C/AED from an accredited organization;
- CALA, WaterArt and/or YMCA (or equivalent) certification;
- Exceptional customer service and communication skills; and
- Additional certifications (such as NLS-Pool) considered an asset.

### Instructor

Summary: Under the direction of the Pool Supervisor, Instructors are responsible for planning, organizing and implementing a high quality program that is engaging and enjoyable for all participants. Responsible for the safety and wellbeing of registered participants at all times.

Qualification/Experience:

- Current Lifesaving Society Swim Instructors, Lifesaving Society Lifesaving Instructor, National Lifeguard - Pool;
- Additional certifications considered an asset;
- Current Standard First Aid/CPR C/AED from an accredited organization;
- Submit or agree to a Vulnerable Sector Criminal Record Check; and
- Exceptional customer service and communication skills.

Detailed job descriptions, for these positions, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca) Interested applicants are invited to submit an application in confidence by 11:00 AM April 15, 2016 quoting either "Aquafit Instructor" or "Instructor" Attention Human Resources by:

**Mail:** Town of Carleton Place **Attn:** Human Resources  
175 Bridge Street Carleton Place, ON K7C 2V8

**Email:** [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

**Facsimile:** 613 257 8170

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. The Town of Carleton Place is an equal opportunity employer following the rules and regulations set out by the Human Rights Code. Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) upon request.

## COMMUNITY ENRICHMENT GRANTS

In order to streamline the process, the Town of Carleton Place has changed the grant application intake to once a year. Community groups looking for financial assistance for their event have until March 31, 2016 to apply. The funding application package can be found on our website at <http://carletonplace.ca/planningspecialevents97.php>