

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Aquafit Instructor**.

**Summary:** Under the direction of the Aquatic 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:**

1. A minimum of two (2) years' related experience
2. Secondary School Graduation Diploma
3. Must provide a Vulnerable Persons' Screening Sector Check
4. Current Standard First Aid/CPR C/AED from an accredited organization
5. CALA, WaterArt and/or YMCA (or equivalent) certification an asset
6. Additional certifications (such as NLS-Pool) considered an asset
7. Exceptional customer service and communication skills
8. Vulnerable Sector check if over 18

The 2023 pay grid for the position is \$20.11 - \$25.61 per hour.

A detailed job description, for this position, can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca)

Qualified candidates are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format. Please be advised that the Town reserves the right to post its employment opportunities as open until filled. Resume reviews may begin immediately and continue until the posted position is filled and any position can be filled prior the closing date. Applications must be received no later than 1:00 P.M. on Monday, February 27, 2023, quoting "Aquafit Instructor" by email at [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

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.



## TOWN OF CARLETON PLACE JOB DESCRIPTION

<b>DEPARTMENT:</b>	Recreation and Culture Department
<b>DIVISION:</b>	Aquatics
<b>JOB TITLE:</b>	Aquafit Instructor
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	4
<b>SUPERVISOR:</b>	Aquatic Supervisor
<b>REVISION DATE:</b>	May 2020

### **POSITION SUMMARY AND SCOPE:**

Under the direction of the Aquatic 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.

### **DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes and delivers quality safe, engaging and motivating Aquafit classes for all levels of participants;
2. Keeps current with industry trends and new class formats;
3. Maintains complete vigilance while on duty and be ready to respond to any emergency situation;
4. Provides a high level of front-line customer service including greeting and engaging participants;
5. Completes administrative duties in a timely manner (i.e. lesson plans, attendance, incident and accident reports, statistics and worksheets);
6. Maintains a safe and tidy program space ensuring equipment is set-up and stored appropriately;
7. Reports all concerns, accidents and incidents to immediate supervisor for follow-up and to ensure appropriate action is taken;
8. Maintains an understanding of department programs and services;
9. Understands, adheres to, and enforces Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff;

10. Attends meetings/training as required;

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Aquatic Supervisor.

**EDUCATIONAL REQUIREMENTS:**

1. High school diploma
2. Current Standard First Aid/CPR C/AED from an accredited organization;
3. CALA, WaterArt and/or YMCA (or equivalent) certification an asset;
4. Additional certifications (such as NLS-Pool) considered an asset.

**EXPERIENCE:**

A minimum of two (2) years' related experience

**SKILLS AND ABILITIES:**

Exceptional customer service and communication skills

**WORKING CONDITIONS:**

The Aquafit Instructor will be expected to work a variety of shift times including days and evenings

**PHYSICAL DEMANDS:**

The responsibilities will include physical demands such as lifting and carrying equipment and supplies for activities, events and maintenance. The Aquafit Instructor will be expected to participate, instruct or train others in recreation and pool programs which may lead to strenuous physical activity.

**ENVIRONMENT CONDITIONS:**

The environment may be busy, noisy and the Aquafit Instructor may be required to respond to emergency/stressful situations. The positions requires work on the pool deck which can be hot and humid.

**SENSORY DEMANDS:**

The sensory demands may include the use of the computer, which may cause eyestrain and occasional headaches.

**MENTAL DEMANDS:**

Excellent organization, time and stress management skills will be needed to complete the required tasks.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

<b>INTERNAL</b>	CAO, Department Heads, Support Staff, Members of Council.
<b>EXTERNAL</b>	Public