

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is currently accepting resumes for the position of **Pool Instructor**.

**Summary:** Under the direction of the Aquatic 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 well-being of registered participants at all times.

### **Qualifications/Experience:**

1. Must be 16 years of age.
2. Current Lifesaving Society Swim Instructors, Lifesaving Society Lifesaving Instructor, National Lifeguard - Pool.
3. Additional aquatic certifications and/or experience considered an asset.
4. Current Standard First Aid/CPR C/AED from an accredited organization.
5. Provide a Vulnerable Sector Criminal Record Check, if over 18.
6. Mandatory fully vaccinated COVID-19 documentation

A detailed job description for this position can be accessed at [www.carletonplace.ca](http://www.carletonplace.ca). The 2022 rate of pay is \$16.21 - \$20.65 per hour.

Interested applicants are invited to submit a detailed cover letter and CV outlining your credentials relevant to the position, using PDF or docx format, no later than 10:00 a.m., on Wednesday, September 21<sup>st</sup>, 2022, quoting "Pool Instructor" and Attention Human Resources via 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>	Pool Instructor
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	3
<b>SUPERVISOR:</b>	Aquatic Supervisor
<b>REVISION DATE:</b>	June 2020

**POSITION SUMMARY:**

Under the direction of the Aquatic 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 well-being of registered participants at all times.

**DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes and delivers high quality safe and stimulating swimming lessons for all levels of participants.
2. Keeps current with industry trends and 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. Supervises participants and ensures their safety at all times.
6. Completes administrative duties in a timely manner (e.g. attendance, incident/accident reports, progress reports and report cards).
7. Maintains a safe and tidy program space ensuring equipment is set-up and stored appropriately.
8. Reports all concerns, accidents and incidents to immediate supervisor for follow-up and to ensure appropriate action is taken.
9. Maintains an understanding of department programs and services.

10. Understands, adheres to, and enforces Corporate Policies and Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff.
11. Attends meetings/training as required.
12. Responsible for facility cleaning as directed by the Supervisor.

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

## **POSITION REQUIREMENTS**

### **EDUCATION REQUIREMENTS:**

1. Must be 16 years of age.

### **EXPERIENCE:**

1. Exceptional customer service and communication skills.

### **SKILLS AND COMPETENCIES:**

1. Current Lifesaving Society Swim Instructors, Lifesaving Society Lifesaving Instructor, National Lifeguard - Pool.
2. Additional aquatic certifications and/or experience considered an asset.
3. Current Standard First Aid/CPR C/AED from an accredited organization.
4. Submit or agree to a Vulnerable Sector Criminal Record Check.

### **WORKING CONDITIONS:**

The Instructor will be expected to work evenings and on weekends – Friday, Saturday and Sunday and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the working schedule may be adjusted and monitored by the Aquatic Supervisor as needed. The responsibilities will include physical demands such as lifting and carrying equipment and supplies for activities, events and maintenance. The Instructor will be expected to participate, instruct, or train others in recreation and pool programs which may lead to strenuous physical activity.

### **ENVIRONMENTAL CONDITIONS:**

The Instructor will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the Public and of staff. The environment may be busy, noisy and the Instructor may be required to respond to emergency/stressful situations. This position requires work on the pool deck which can be hot and very humid.

**SENSORY DEMANDS:**

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

**MENTAL DEMANDS:**

This role is exposed to stress, and pressure associated with positions that are responsible for instructing programs. The Instructor will have to manage a number of requests and tasks at one time and must be prepared to deal with tight deadlines and unplanned interruptions that are a result of external customers, etc. 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, community organizations, non-profit organizations, inspectors.