

TOWN OF CARLETON PLACE - EMPLOYMENT OPPORTUNITY

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

Qualifications/Experience:

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

A detailed job description for this position can be accessed at 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 21st, 2022, quoting “Pool Lifeguard” and Attention Human Resources via email at 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

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|------------------------|-----------------------------------|
| DEPARTMENT: | Recreation and Culture Department |
| DIVISION: | Aquatics |
| JOB TITLE: | Pool Lifeguard |
| EMPLOYEE GROUP: | Non-Union |
| PAY GRID: | 3 |
| SUPERVISOR: | Aquatic Supervisor |
| REVISION DATE: | June 2020 |

POSITION 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.

DUTIES AND RESPONSIBILITIES:

1. Supervises participants and maintains complete vigilance to minimize risks and be ready to respond at all times.
2. Ensures participants meet the minimum requirements of the Aquatic Admission Standards during all swims.
3. Ensures proper zone coverage and guard station positioning.
4. Provides a high level of front-line customer service including greeting and engaging participants.
5. Communicates with participants regarding lesson opportunities and accident prevention.
6. Completes administrative duties in a timely manner (e.g. attendance, incident/accident reports).
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.
11. Maintains aquatic fitness and endurance skills as per the screening standards of the Town of Carleton Place.
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:

Must be 16 years of age.

EXPERIENCE:

Exceptional customer service and communication skills

SKILLS AND ABILITIES:

1. Current National Lifeguard – Pool.
2. Current Standard First Aid/CPR C/AED from an accredited organization.
3. National Lifeguard – Waterfront an asset.
4. Additional aquatic certifications and/or experience considered an asset.
5. Submit or agree to a Vulnerable Sector Criminal Record Check.

WORKING CONDITIONS:

The Lifeguard will be expected to work days, evenings and on weekends 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.

PHYSICAL CONDITIONS:

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

ENVIRONMENTAL CONDITIONS:

The Lifeguard 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 Lifeguard 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 guarding the public. The Lifeguard 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:

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| INTERNAL | CAO, Department Heads, Support Staff, Members of Council. |
| EXTERNAL | Community organizations, non-profit organizations, inspectors. |