

## TOWN OF CARLETON PLACE

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## EMPLOYMENT OPPORTUNITY

The Town of Carleton Place is seeking an individual to fill the position of **Aquatic Program Assistant**.

### Summary:

This individual will be responsible for assisting in the delivery of daytime aquatic programs such as instructing preschool and school board lessons. Responsible for completing weekly deep cleaning maintenance. Responsible for lifeguarding daytime programming – adult, public and lane swims, aquafit, and rentals.

### Qualification/Experience:

1. Two (2) years of directly related experience
2. High School Graduation Diploma
3. National Lifeguard – Pool
4. Current Lifesaving Swim Instructor Certification
5. Current Lifesaving Instructor Certification
6. Current National Lifeguard Service Certification
7. Current Standard First Aid/CPR C/AED from an accredited organization
8. Current Bronze Examiner
9. Pool operator's certificate an asset
10. Aquafit instructor certificate an asset
11. Vulnerable Sector Check required as a condition of employment (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 to the closing date. Applications must be received no later than 1:00 p.m. on Monday, August 28<sup>th</sup>, 2023, quoting "Aquatic Program Assistant" 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>	Aquatic Program Assistant
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>PAY GRID:</b>	4
<b>SUPERVISOR:</b>	Aquatic Team Lead
<b>REVISION DATE:</b>	May 2020

**POSITION SUMMARY AND SCOPE:**

This individual will be responsible for assisting in the delivery of daytime aquatic programs such as instructing preschool and school board lessons. Responsible for completing weekly deep cleaning maintenance. Responsible for lifeguarding daytime programming – adult, public and lane swims, aquafit, rentals.

**DUTIES AND RESPONSIBILITIES:**

1. Maintains a high level of public relations, developing a solid rapport with patrons and maintaining a solid communication link with the public;
2. Supervises participants and maintains complete vigilance to minimize risks, and be ready to respond at all times;
3. Ensures participants meet the minimum requirements of the Aquatic Admission Standards during all swims;
4. Ensures proper zone coverage and guard station positioning;
5. Communicates with participants in regard to lesson opportunities and accident prevention;
6. Completes administrative duties in a timely manner including but not limited to punch card sales, membership sales, rental bookings;
7. Responsible for planning, organizing and delivering high quality safe and engaging swimming lessons for all levels of participants;
8. Grades School Board Outdoor Education Swim Test and Swim to Survive;
9. Keeps current with industry trends and class formats;
10. Maintains a safe and tidy program space ensuring equipment is set-up and stored appropriately;

11. Performs heavy weekly cleaning of the facility including specialized cleaning procedures not limited to vacuuming pools, cleaning lint trap;
12. Responsible for the operation of the PAL lift;
13. Responsible for completing water tests and having knowledge of the pool Chemtrol units;
14. Reports all concerns, accidents and incidents to immediate supervisor for follow-up and to ensure appropriate action is taken;
15. Maintains an understanding of department programs and services;
16. Understands, adheres to, and enforces Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff;
17. Attends meetings/training as required;
18. Maintains aquatic fitness and endurance skills as per the screening standards of the Town of Carleton Place.

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 Team Lead.

#### **EDUCATIONAL REQUIREMENTS:**

1. High School Graduation Diploma
2. National Lifeguard – Pool
3. Current Lifesaving Swim Instructor Certification
4. Current Lifesaving Instructor Certification
5. Current National Lifeguard Service Certification
6. Current Standard First Aid/CPR C/AED from an accredited organization
7. Current Bronze Examiner
8. Pool operator's certificate an asset;
9. Aquafit instructor certificate an asset

#### **EXPERIENCE:**

Two (2) years of directly related experience.

#### **SKILLS AND ABILITIES:**

1. Excellent verbal and written communication skills with the ability to represent the Pool in a variety of public forums.
2. Strong interpersonal skills with a commitment to creating a team environment within the workplace.
3. Strong computer skills

#### **WORKING CONDITIONS:**

The Aquatic Program Assistant may be required to work shifts in the evenings and on the 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 DEMANDS:**

The responsibilities will include physical demands such as lifting and carrying equipment and supplies for activities, events and maintenance. This includes the ability to move 50 lb. containers of chemicals that will be added to the pool. The Aquatic Program Assistant will be expected to participate, instruct or train others in recreation and pool programs which may lead to strenuous physical activity.

#### **ENVIRONMENTAL DEMANDS:**

The Aquatic Program Assistant 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 Aquatic Program Assistant may be required to respond to emergency/stressful situations. This position 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:**

This role is exposed to stress and pressure associated with positions that are responsible for supervising patrons and programs. The Aquatic Program Assistant 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, inspectors, Community Organizations