Employment Opportunity

GEORGINA

Town of Georgina Human Resources
careers@georgina.ca

Assistant Supervisor Instruction & Lifeguarding

(Job ID# 2018.185)

Department: Recreation & Culture
Division: Recreation Services
Location: Georgina Leisure Pool
Status: Permanent Part-Time
Number of Positions: 1
Salary Range: $29.67 - $34.91/hr
Date Posted: December 6, 2018
Date Closing: January 1, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for monitoring and supervising swim activities as assigned and providing excellent customer service. Provides support to the Aquatic Programmer and Aquatic Supervisor in the development, implementation and evaluation of aquatic programs, services and special events. ***For full details, please see attached job description.***

Minimum Qualifications:

Grade 12 or equivalent. Possess and maintain current certificates in: Standard First Aid/CPR C; Red Cross Water Safety Instructor and Lifesaving Instructor, Emergency First Aid Instructor Awards, National Lifeguard Pool Award, Aquatic Fitness Instructor Certification and Aquatic Supervisor Training. National Lifeguard Waterfront or willing to obtain certification. One advanced aquatic award including "Examiner" or "Trainer" required. One (1) year of previous related aquatic experience, preferably in a municipal environment.

How to apply:

Please forward your cover letter and resume in confidence by **January 1, 2019** identifying the job title and **ID#2018.185** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

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JOB DESCRIPTION

Title: Assistant Supervisor – Instruction & Lifeguarding
Reports to: Aquatic Supervisor
Direct Reports: None

POSITION SUMMARY

- Responsible for monitoring and supervising swim activities as assigned and providing excellent customer service. Provides support to the Aquatic Programmer and Aquatic Supervisor in the development, implementation and evaluation of aquatic programs, services and special events

RESPONSIBILITIES

- Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and makes recommendations on hiring/ promotion/ transfer/succession planning and termination decisions.
- Ensures adherence to Town HR policies and employment and Health and Safety related legislation; keeping abreast of emerging legislation relevant to the Town's business.
- Manages the day-to-day scheduling, organization, co-ordination and monitoring associated with the work of staff.
- Provides regular and constructive feedback to staff on performance; recognizes achievements and provides individualized support.
- Manages, motivates and mentors staff cultivating innovation, creativity and build a highly effective team while delivering high standards of work quality and organizational performance.
- Facilitates the development and achievement of business and personal objectives which includes individual development action plans designed for the continued growth and sophistication of the team.
- Performs instructional, lifeguarding and supervisor duties as required.
- Coordinates and monitors swim activities including providing guidance and performance feedback to on duty lifeguards and/or instructors, checking and recording program enrollment and attendance, ensuring pool equipment and supplies set-up and clean-up as appropriate, providing feedback to Aquatic Supervisor on employee performance and training needs, and ensuring program content meets departmental standards.
- Provides instruction for assigned aquatic programs including skill testing and awards processing.
- Provides lifeguarding services including monitoring and supervising recreational swim activities to ensure a safe aquatic environment.
- Assists the Aquatic Programmer, as directed, with preparing and maintaining documentation of sessional aquatic staff including emergency contact information, qualifications, evaluations, WSIB forms, inventory, etc.
- Assists the Aquatic Programmer, as directed, with preparing and maintaining statistical information on aquatic instructional and recreational programs.
- Assists the Aquatic Programmer, as directed, in the development of program initiatives, special events, policies and procedures, standards, goals and objectives.
- Responds to enquiries and concerns from the general public, course participants and/or parents and documents complaints, problems and incidents to the Aquatic Supervisor and/or Aquatic Programmer.
- Attends regular aquatic staff meetings and trainings.
- Meets the standards required for certification to instruct, lifeguard and supervise according to the industry standards as well as the Town of Georgina standards.
- Maintains an inventory of supplies.
- Performs other related duties that may occur in an unplanned or emergency situation.
- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.

- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in and conducts ongoing Training and Development and ensures all mandatory requirements are met and maintained.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications:

Education and Training:
- Grade 12 or equivalent;
- Possess and maintain current certificates in: Standard First Aid/CPR C; Red Cross Water Safety Instructor and Lifesaving Instructor, Emergency First Aid Instructor Awards, National Lifeguard Pool Award, Aquatic Fitness Instructor Certification and Aquatic Supervisor Training. National Lifeguard Waterfront or willing to obtain certification.
- One advanced aquatic award including “Examiner” or “Trainer” required.

Experience:
- One (1) year of previous related aquatic experience, preferably in a municipal environment;
- One (1) year on the job for the period of adjustment, orientation, and adaptation.

Knowledge:
- Familiar with all applicable safety procedures and legislation affecting aquatic programs.
- Learn to Swim program

Competencies:
- Strong organizational, communications, problem solving skills;
- Competency in personal computers and associated software (MSWord, MS Excel, MS Outlook, ActiveNet);
- Superior customer service skills with ability to work collaboratively with staff teams, agencies and external contacts;
- Availability to work flexible hours including evenings and weekends;
- Current Police Vulnerable Sector Check.
- Valid Class 'G' Driver's licence;

Physical Demands and Working Conditions
- Occasional requirement to stand for long periods of time;
- Occasional travel to attend meetings and other locations as required;
- Exposure to pool chemical odours and wet pool deck.