



# EXTERNAL JOB POSTING

Dept.	Recreation Services	File No.:	7900-01-HR-Pool 2022
Position:	Aquatic Worker Lifeguard/Swim Instructor	Pay Rate:	Pay Grade 1-5 Based on qualifications & experience
Posting Date:	Thursday, February 9 <sup>th</sup> , 2023	Closing Date:	Tuesday, March 7 <sup>th</sup> , 2023 @ 4:00pm
Term:	Temporary – Part Time Seasonal (Approx. May through early Sept.)	Wage:	Starting @ \$24.00-per/hour
Hours:	Schedule 'B' – Works and Services		

## Nature and Scope of Work

Under daily leadership and supervision, the position is responsible for the safe, effective instruction of swim lessons and lifeguarding at the Golden Municipal Swimming Pool as well as routine facility maintenance, public relations, and program registration.

## Primary Responsibilities

- Provide safe, fun and organized activities for patrons of public swim lessons to deliver various levels of swim instruction to the level of training certified.
- Provide a proactive approach to preventing patron accidents and injury while on duty and report when required.
- Utilize POS software to create client accounts, process program registrations and payments as required.
- Proactively ensure an environment of mutual respect and professionalism toward fellow employees and in accordance with relevant corporate policy.
- Provide a high level of customer service to patrons while portraying a positive public relations image
- Conduct routine preventative maintenance as required including janitorial duties

## Secondary Responsibilities (Pending Step Level)

- Monitor and ensure completion of daily and routine programmatic, transactional, and operational duties and tasks by all co-workers.
- In Service sessions, swim lesson organization and oversight, special events, school group leadership duties, program development and planning.
- Community engagement and education outside of the facility (attending school session)
- Lead duties with the staff team on shift
- Support with staff schedule
- Reviewing and updates on various training manuals and the pool safety plan
- Support works for the parks department
- Inventory, product research and placing recommendations for supply orders
- Perform additional duties as required by the *Recreation Services Coordinator*.

## Supervision

The position reports directly to the lead hand and is supervised by the *Recreation Services Coordinator* with departmental oversight by the *Director of Recreation Services*.

## Minimal Qualifications

### Education and Experience

- Lifesaving Society Swim Instructor
- National Lifeguard
- Standard First Aid and CPR “C” & AED

### Competencies and Skills

- Ability to deal calmly and effectively with emergency situations involving injuries.

- Knowledge of a variety of aquatic games and activities designed to promote fun.
- Ability to work well in a team setting
- Well-developed Communication and Interpersonal skills
- Superior Customer Service Skills
- Thorough knowledge of municipal swimming pool policies and procedures.

**Preferred Qualifications, Education, and Desirable Skills**

*Education and Experience*

- One full season as a Lifeguard and/or Swim Instructor or equivalent experience.
- Swim and Lifesaving Instructor accreditation.
- Aquafit instructor certification.
- BCRPA Pool Operator Level 1
- Red Cross First Aid Instructor, National Lifeguard Instructor and Swim Instructor Trainer certifications an asset
- Fitness or other specialty certifications
- Courses in exercise science; the principles of recreation, health & fitness leadership; marketing and/or tourism

*Competencies and Skills*

- Developed Conflict Management Skills to resolve customer concerns
- Excellent problem solving skills through experience in a leadership and supervisory role
- Self-starter
- Good time-management

**Step Progression Chart**

<b>Step</b>	<b>Experience</b>		<b>Educational Requirements (maintaining updates)</b>	
I	New Aquatic Worker under 6 months	<b>AND</b>	One of the following: National Lifeguard or Swim Instructor	\$24.00 <i>per/hr</i>
II	6 months to 2 years	<b>AND</b>	Minimal requirements as per “Minimal Qualifications - <i>Education &amp; Experience</i> ”	\$24.73 <i>per/hr</i>
III	2 years to 4 years	<b>AND</b>	Lifesaving Instructor OR Aquafit OR Basic Fitness Training	\$25.65 <i>per/hr</i>
IV	2 years + Lead Hand	<b>AND</b>	Completed GSP Lead Hand Training	\$27.04 <i>per/hr</i>
V	5 years + Head Guard	<b>AND</b>	National Lifeguard Instructor OR Standard First Aid Instructor OR Swim Instructor Trainer OR Pool Operator Level I	\$28.78 <i>per/hr</i>

**All applications must include a cover letter and copies of applicable certifications  
 Applications may be delivered by post, hand, or electronically,  
 and will be received until 4:00 pm (Mountain Time) Tuesday, March 7<sup>th</sup> 2023 to:**

Jordan Petrovics, Director of Recreation Services  
 Town Hall - 810 9<sup>th</sup> Avenue South,  
 P.O. Box 350, Golden, BC V0A 1H0,  
 E-mail: Jordan.Petrovics@golden.ca

*Candidates with lesser qualifications may be considered.  
 Only those applicants selected for an interview will be contacted.*