



**City of Pembroke
ECONOMIC DEVELOPMENT, TOURISM & RECREATION DEPARTMENT**

Instructor Guards (student)

Position Summary:

Under direction of the Aquatics Supervisor, you will efficiently provide quality swimming instruction and lifeguarding services at the Kinsmen Pool and/or Riverside Park Beach. You will conduct a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke. Additionally, to act as tourism ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

Qualifications:

- (1) Sixteen (16) years of age;
- (2) Current National Lifeguard Pool Option Certification;
- (3) Current Standard First Aid – Level “C” CPR;
- (4) Current Red Cross Instructor; and
- (5) Current Lifesaving Instructor.

The wage is \$11.25 per hour, plus 4% vacation pay. A complete job description follows below.

Applicants are invited to submit in confidence a detailed resume by 4:00 p.m. on Friday, August 6th, 2010 to:

Ms. Mandy Weisenberg, CHRP
Human Resources Coordinator
City of Pembroke
1 Pembroke St. E.
Pembroke ON K8A 3J5
Fax: 613-735-3660
Email: mweisenberg@pembroke.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

**City of Pembroke
Job Description**

TITLE:	Swimming Instructor/Lifeguard (Student)
DEPARTMENT:	Economic Development, Recreation & Tourism
REPORTS TO:	Aquatics Supervisor
RATE OF PAY:	\$11.25 per hour (2010)

EDUCATION

- 1) Sixteen (16) years of age;
- 2) Current National Lifeguard Pool Option Certification;
- 3) Current Standard First Aid – Level “C” CPR;
- 4) Current Red Cross Instructor; and
- 5) Current Lifesaving Instructor.

RESPONSIBILITY:

Under direction of the Aquatics Supervisor, you will efficiently provide quality swimming instruction and lifeguarding services at the Kinsmen Pool and/or Riverside Park Beach. You will conduct a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke. Additionally, to act as tourism ambassador, welcoming visitors and the general public in a friendly and courteous manner and to provide tourist information when requested.

DUTIES:

- (1) Lifeguard when required;
- (2) Instruct when required. Complete instructor work sheets and prepare lesson plans and parent report forms;
- (3) Act as a cashier when required, accepting appropriate fees and issuing receipts;
- (4) Answer the telephone promptly and politely provide information as the need arises;
- (5) Participate in scheduled in-service training sessions;
- (6) Perform maintenance duties as required, as itemized on the Daily Duty Form (checklist);
- (7) Check pool deck to ensure the equipment is in place and ready for use before any patrons enter the pool area;
- (8) Tidy the deck and guard room at the end of each swim period;
- (9) Perform and record readings of chlorine and PH every two (2) hours while on duty;

- (10) Administer first aid as necessary, complete accident and incident report forms as soon as possible after the occurrence;
- (11) Adhere to all regulations as set down by the Ministry of Health, the Economic Development, Recreation & Tourism Department, and the City of Pembroke;
- (12) Performs any other duties as requested by the Aquatics Supervisor.

HOURS OF WORK: Due to the nature of the Aquatic Operations, no designated hours of work shall apply. Must be available for a variety of shifts including evenings and weekends.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must submit a current successful Police Clearance Certificate. Successful candidates will also be required to sign a Confidentiality Agreement.

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