

CITY OF PEMBROKE  
PARKS AND RECREATION

**Position Summary:**

Under direct supervision of the Aquatics Supervisor, to be responsible for conducting and supervising a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke.

**Instructor Guard Maternity Leave (CUPE Part-Time)**

- Education, abilities & duties (see attached)
- Hours of work (see attached)
- Salary \$26.66 (2019 probationary rate)

Applicants are invited to submit in confidence a detailed resume by March 1, 2018 at 4pm to:

**Mrs. Arin Crinnion**  
**Human Resources Coordinator**  
**City of Pembroke**  
**1 Pembroke St. E.**  
**Pembroke ON K8A 3J5**  
**Fax: 735-3660**  
**Email: [HR@pembroke.ca](mailto:HR@pembroke.ca)**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.

**City of Pembroke**  
**JOB DESCRIPTION**

**Instructor Guard Maternity Leave (CUPE Part-time)**  
**Parks and Recreation**  
**Reporting to Aquatics Supervisor/Program Assistant**

**Education:**

- (1) Minimum Grade 12 education
- (2) Minimum one (1) year experience as an Instructor Guard.
- (3) Applicant will possess current certification as a National Lifeguard-Pool Option, Red Cross Swimming Instructor Status, Life Saving Society Swimming Instructor Status, Standard First Aid Status and CPR "Level C" Status.

**Job Responsibility:**

- (1) Under direct supervision of the Aquatics Supervisor, to be responsible for conducting and supervising a program of swimming that is both safe and satisfying for the participants involved according to the standards set by the City of Pembroke.

**Duties:**

- (1) Instructs any classes assigned to them and pre-test any that come under Red Cross or Life organizations and prepare participants for examination at all levels.
- (2) Make sure all safety equipment and equipment needed is ready and all water tests and facility assessment/audit are completed before any participants come onto the pool deck.
- (3) Implements and adheres to rules and regulations as set down by the Ministry of Health and the Parks and Recreation Department.
- (4) Provides supervision over student and performs Lifeguard duties during public swimming sessions.
- (5) Hoses down and sweeps the pool deck in order to keep the pool neat and clean.
- (6) Takes readings of chlorine and P.H. every two (2) hours while on duty.
- (7) Administers first aid, investigates safety incidents occurred, and suggests methods for preventing re-occurrence. Also gives oral as well as written detailed reports of incidents to Supervisor as soon as possible after the incident.
- (8) Meets regularly with Aquatics Supervisor to discuss problems or concerns regarding staff issues, as well as health & safety of staff and the public.
- (9) Performs any other duties as requested by the Aquatics Supervisor.
- (10) Demonstrate continuous improvement in attending staff training, training courses, advanced leadership and maintaining current Ministry certifications.

**Hours of Work:**

Due to the nature of the Pool Operations, no designated hours of work shall apply. The Instructor Guard shall work whatever hours deemed necessary in any seven (7) days at straight-time rate. Weekly hours will consist of approximately an average of twenty (20) hours per week.