

Competition No:	<b>2023-02</b>	Duration:	March-September 2023
Close Date:	February 17, 2023 at 4:00 p.m.	Renumeration:	Up to \$24.29 per hour
Position Title:	Lifeguard & Swim Lesson Supervisor	Reports to:	Program Coordinator
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Part-time March 13-May 12, 2023 <i>(10 hrs per week; 9 weeks)</i> Full-time: May 15-September 8, 2023 <i>(40 hrs per week; 17 weeks)</i>

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Lifeguard & Swim Instructor Supervisor** to join our team. Under the direction of the Program Coordinator, this supervisory position is responsible for the day-to-day provision of an acceptable level of public safety for pool patrons; staff supervision and management; facility administration, implementation of the Learn to Swim program; and facility upkeep.

**YOUR JOB DUTIES WILL INCLUDE:**

- Assist with the selection and assignment of all aquatic staff, including interviewing and training.
- Oversee scheduling, and supervising the aquatic team.
- Develop and implement the seasonal swim lesson schedule, including overseeing the registration process, implementing best teaching practices, scheduling of lessons and qualified staff.
- Oversee all aquatic programs and bookings at the facility.
- Provide administrative support for the aquatic facility. This includes but is not limited to writing reports, developing templates, checklists, and manuals, utilization of WordPress website to promote swim lessons, display schedules and provide online registration for lessons and facility bookings.
- Develop and conduct in-service training programs for the staff assigned to the pool.
- Develop and implement rotation schedules for lifeguarding staff and ensure legal and safety standards are being maintained at all times.
- Maintain and update operating and emergency procedures.
- Ensure the enforcement of rules and regulations of the pool.
- Provide excellent customer service to patrons at the pool.
- Provide excellent communication between staff, patrons, and the Program Coordinator.
- Responsible for overseeing and balancing the daily deposit from lesson and admission fees.
- Ensure the upkeep of all records of attendance, accident reports, First Aid treatments, maintenance, and any others as set out in Provincial Legislation and in the City of Selkirk Park Pool Policy & Procedure Manual.
- Prepare staffing schedule for all aquatic staff and provide payroll submissions.
- Assign, supervise and assist in pool maintenance and cleanliness of the pool and surrounding area including skimming, sweeping, vacuuming and picking of garbage.
- Liaise with pool maintenance team regarding chemical levels, closing and pool system maintenance needs.
- Develop and implement risk management strategies to provide safety throughout the facility.
- Ensure the maintenance and review of the Selkirk Park Pool Policy & Procedure Manual.

- Evaluate performance of staff members.
- Provide a final report of the Pool Season.
- Report, record and advise the Program Coordinator of any and all problems or concerns of staff or public.
- Perform other related duties as requested by the Program Coordinator.

## **SPECIFICATIONS/QUALIFICATIONS**

### **Education, Knowledge and Experience**

#### **Minimum Requirements shall include:**

- Minimum 18 years of age.
- Current Cardiopulmonary Resuscitation Certificate of C-Level or higher, in accordance with the standards set by Workplace, Safety & Health.
- Current Standard First Aid or Aquatic Emergency Care from one of the following or their affiliates. The following certifications are acceptable:
  - St. John Ambulance Standard First Aid Certificate
  - Red Cross Standard First Aid Certificate
  - Lifesaving Society Aquatic Emergency Care Certificate
  - Lifesaving Society Standard First Aid Certificate
  - Safety Services Manitoba Standard First Aid Certificate
  - Heart & Stroke Foundation Standard First Aid Certificate
  - Heartbeat Inc. Manitoba Standard First Aid Certificate
- Must hold a current Lifesaving Society National Lifeguard Service Award (NLS)
- Current one of the following:
  - Swim for Life Instructor (with a minimum 3 years teaching experience)
  - Lifesaving Instructor (LSI) (considered an asset)
  - Lifesaving Instructor Trainer (considered an asset)
- 3 (three) years experience lifeguarding & instructing swimming lessons
- Clear current Child Abuse Registry
- Clear current Criminal Reference Check
- Must be physically able to perform all the laboring aspects or other duties associated with the position. All aquatic staff are required to complete a skills evaluation, as a condition of employment.
- Must have a thorough understanding of the Public Health Act as it relates to aquatics.
- Previous staff supervisory experience would be considered as asset.

### **COMMENTS:**

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Division via the information provided in the Contact Information section of this posting.

This is a casual position excluded from the Collective Agreement and is open to all applicants. This position will involve evening and weekend shifts. Applications will be accepted until **February 17, 2023**. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6  
 FAX #: 1-204-482-5448                      Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Applicants should attach copies of the above minimum requirements with their application.

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the Vaccination Policy.