



Lifeguard / Instructor

Dear Applicant;

Thank you for your interest in becoming part of the Leisure Services Team. This letter lists important information on the application process and the Pool division. While you will mainly work in the Pool division, please note that we do work as a team and you may be required to work in another division, as well as outside of the normal operating hours. All staff are required to be available for work on Canada Day, July 1st.

The Town of Hampton is an equal opportunity employer. It is our practice to evaluate all candidates on their ability to perform the work tasks and provide accommodation when needed. We try to match employees with their interests, abilities and future career objectives providing valuable work experience.

Our application and hiring processes are as follows:

1. Complete the application form specific to the division in which you wish to work. Should you wish to apply to more than one division, please complete an application for each division.
2. Please include copies of any relevant certifications that you currently hold.
3. Applications are to be submitted to the Leisure Services department no later than **4:30pm, March 29th**.
4. Interviews will be held from April 8th to April 24th. Only those selected for an interview will be contacted.
5. You will be required to have **Workplace Standard First Aid** prior to your first day of employment. You can contact the Red Cross or St. John Ambulance for dates of their courses.
6. Depending on the position, lifeguards / swim instructors work up to 16 weeks ending September 2nd. Each position will work various hours per week. Please indicate on the form any time off that you will require this summer, i.e. Family vacation, graduation, etc.
7. All seasonal staff must attend one of two **mandatory orientation** and **training** sessions either **May 25th** or **June 16th**.

If you have any concerns or need clarification of the application form or on the application process, please contact the Leisure Services Office at 832-6102. We would be happy to discuss the positions available and your application.

Take care,

Gena Fowler
Director of Leisure Services
Town of Hampton



Job Posting – Lifeguard / Instructor

Interested applicants, provided they meet the eligibility, should submit a completed application form to Gena Fowler, Director of Leisure Services prior to the posting expiry date. Please submit via email to gena@townofhampton.ca, in person at the Leisure Services Office at 808 Main Street, or mail to P.O. Box 1066, Hampton, N.B., E5N 8H1

Job Title:	Pool Lifeguard / Swim Instructor
Reports To:	Pool Supervisor
Posting Date:	February 1, 2019
Posting Expiry Date:	March 29, 2019, 4:30pm
Anticipated Start Date:	Various start dates beginning in mid-May Note that some positions are subject to availability of grants
Job Summary:	Lifeguards/Instructors provide exceptional customer service, interactive fun program instruction and effective safety supervision for our patrons. As a Lifeguard/ Instructor, you will also ensure the facility is well maintained and kept clean and safe on a daily basis. You will perform routine maintenance such as cleaning change rooms and performing scheduled checks of water quality and equipment functions.
Job Duties:	<ul style="list-style-type: none"> • Ensure the safety of patrons and staff • Lifeguard the facility to prevent incidents and respond to emergencies • Administer first aid when required • Participate in weekly training and orientation sessions • Assist with special events (Canada Day, swim meets, regional training) • Demonstrate effective public relation skills • Identify to supervisor any desired or necessary training • Plan, lead, and evaluate Red Cross learn-to-swim lessons • Set up and clean up the programs and activities • Communicate effectively with swimmers, parents, peers and supervisors • Maintain equipment and complete required reports • Must wear supplied uniform and appropriate swimwear • Enforce relevant rules and procedures for the program • Foster a positive public image of the Department and maintain proper public relations • Maintain hours of work as assigned until relieved or duties are completed • Responsible for all relevant record keeping related to the program • Assist with the cleanliness, maintenance and inspection of area and equipment • Organize and lead activities on Canada Day • Assume any other relevant duties at the request of the Pool Supervisors, Shift Supervisors, Facilities Manager or Director of Leisure Services
Education and Certification	<ul style="list-style-type: none"> • Red Cross Lifeguard Certification • Red Cross Water Safety Instructor • Current Workplace Standard First Aid



<p>Supervision and Training:</p>	<p>Pool staff are supervised by the Pool Supervisor with assistance from the Shift Supervisors. The Pool Supervisor reports to the Director of Leisure Services. Compulsory weekly training sessions are designed to improve teaching and guarding skills, as well as fundamental, personal management, and teamwork skills.</p> <p>Seasonal staff must attend one of two mandatory orientation and training sessions being held May 25th or June 16th.</p>
<p>Requirements:</p>	<ul style="list-style-type: none"> • Current lifeguard certification • Current Water Safety Instructor certification • This is a front line position with both inside and outside work • High School diploma is an asset • Demonstrated leadership skills are a must • High School leadership would be an asset • A team player who is willing to lead • Display a positive, professional and proactive attitude • Able to handle issues/concerns in a positive manner • Good organizational and program implementation skills • Energetic, friendly, and customer focused • Effective communication and interpersonal skills • Ability to deal positively with changing priorities in a fast paced environment • All staff are expected to follow the Town of Hampton Safety Policy and NB Occupational Health and Safety Act <p>Fundamental Skills (communicate, manage information, use numbers, think and solve problems), Personal Management Skills (demonstrate positive attitudes and behaviours, be responsible, be adaptable, learn continuously, and work safely), and Teamwork Skills (work with others, participate in projects and tasks).</p>
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • Various positions are available working up to a maximum 40 hour week, between 7:00am -10:00pm • Must be available to work Canada Day, July 1st • Must be flexible to work evenings and weekends, when necessary • Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions • Team based environment

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