



## Lifeguard / Instructor

Dear Applicant;

Thank you for your interest in becoming part of the Leisure Services Team. Included with this letter is an application to 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 1<sup>st</sup>.

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 30<sup>th</sup>**.
4. Interviews will be held from April 10<sup>th</sup> to April 20<sup>th</sup>. 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 2<sup>nd</sup>. 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 **April 28<sup>th</sup> or June 3<sup>rd</sup>**.

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](mailto: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

<b>Job Title:</b>	Pool Lifeguard / Swim Instructor
<b>Reports To:</b>	Pool Supervisor
<b>Posting Date:</b>	February 1, 2018
<b>Posting Expiry Date:</b>	March 30, 2018, 4:30pm
<b>Anticipated Start Date:</b>	Various start dates beginning in mid-May Note that some positions are subject to availability of grants
<b>Job Summary:</b>	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.
<b>Job Duties:</b>	<ul style="list-style-type: none"> <li>• Ensure the safety of patrons and staff</li> <li>• Lifeguard the facility to prevent incidents and respond to emergencies</li> <li>• Administer first aid when required</li> <li>• Participate in weekly training and orientation sessions</li> <li>• Assist with special events (Canada Day, swim meets, regional training)</li> <li>• Demonstrate effective public relation skills</li> <li>• Identify to supervisor any desired or necessary training</li> <li>• Plan, lead, and evaluate Red Cross learn-to-swim lessons</li> <li>• Set up and clean up the programs and activities</li> <li>• Communicate effectively with swimmers, parents, peers and supervisors</li> <li>• Maintain equipment and complete required reports</li> <li>• Must wear supplied uniform and appropriate swimwear</li> <li>• Enforce relevant rules and procedures for the program</li> <li>• Foster a positive public image of the Department and maintain proper public relations</li> <li>• Maintain hours of work as assigned until relieved or duties are completed</li> <li>• Responsible for all relevant record keeping related to the program</li> <li>• Assist with the cleanliness, maintenance and inspection of area and equipment</li> <li>• Organize and lead activities on Canada Day</li> <li>• Assume any other relevant duties at the request of the Pool Supervisors, Shift Supervisors, Facilities Manager or Director of Leisure Services</li> </ul>
<b>Education and Certification</b>	<ul style="list-style-type: none"> <li>• Red Cross Lifeguard Certification</li> <li>• Red Cross Water Safety Instructor</li> <li>• Current Workplace Standard First Aid</li> </ul>



<p><b>Supervision and Training:</b></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 <b>mandatory orientation</b> and <b>training</b> sessions being held <b>April 28<sup>th</sup> or June 3<sup>rd</sup></b>.</p>
<p><b>Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Current lifeguard certification</li> <li>• Current Water Safety Instructor certification</li> <li>• This is a front line position with both inside and outside work</li> <li>• High School diploma is an asset</li> <li>• Demonstrated leadership skills are a must</li> <li>• High School leadership would be an asset</li> <li>• A team player who is willing to lead</li> <li>• Display a positive, professional and proactive attitude</li> <li>• Able to handle issues/concerns in a positive manner</li> <li>• Good organizational and program implementation skills</li> <li>• Energetic, friendly, and customer focused</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to deal positively with changing priorities in a fast paced environment</li> <li>• All staff are expected to follow the Town of Hampton Safety Policy and NB Occupational Health and Safety Act</li> </ul> <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><b>Working Conditions:</b></p>	<ul style="list-style-type: none"> <li>• Various positions are available working up to a maximum 40 hour week, between 7:00am -10:00pm</li> <li>• Must be available to work Canada Day, July 1<sup>st</sup></li> <li>• Must be flexible to work evenings and weekends, when necessary</li> <li>• Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions</li> <li>• Team based environment</li> </ul>

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Date Received: \_\_\_\_\_

# Seasonal Employee Application Form – Lifeguard / Instructor

Please complete this form in full. Applications are to be submitted to the designated person identified on the posting.

## Personal Data

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Time Off Required: \_\_\_\_\_

## Education, Certification and Training

Highest Level completed: \_\_\_\_\_

Year Completed: \_\_\_\_\_

Name of Academic Institution: \_\_\_\_\_

### Languages: (Please circle all that apply)

Spoken:  
English  
French  
Other

Written:  
English  
French  
Other

### Training: (Please list the equipment that you have been trained to use)

Equipment:

Hours of experience:

### Certification: (Please list all current certifications, date earned, and expiry date)

Certification  
  
French Language Proficiency Certification  
level achieved \_\_\_\_\_  
  
Workplace Standard First Aid

Date Earned

Expiry Date



## Skills

Please check any of the skills that apply to you. We realize that not all skills listed will directly apply to the job listed with this application. This information will enable us to identify those with skills that could be used in other divisions and departments.

Activity coordinator  
 Artistic ability  
 Audio-visual equipment  
 Baseball  
 Basketball  
 Biology, interested in  
 Bookkeeping  
 Camp Counsellor  
 Carpentry  
 Cashier/sales clerk  
 Chemistry, interested in  
 Child care worker  
 Coaching  
 Computer use  
 Counsellor  
 CPR  
 Customer service  
 Dance  
 Drama  
 Drawing  
 Driver's license  
 Editing  
 Electrical work  
 Electronics  
 Energetic  
 Equipment operation  
 Eye for detail  
 Figure Skating  
 First Aid  
 Fundraising  
 Gardening experience  
 Golfing  
 GPS Knowledge  
 Graphic arts  
 Greenhouse worker  
 Gymnastics  
 Activity coordinator

Heavy lifting  
 Hockey  
 Honesty  
 Horticulture  
 Instructing  
 Journalism  
 Lacrosse  
 Landscaping  
 Lawn maintenance  
 Layout and design  
 Lifeguard  
 Map reading skills  
 Mechanical  
 Music  
 Numeracy  
 Organizational skills  
 Photography  
 Plant/tree identification  
 Program planning  
 Promotions  
 Public relations  
 Receptionist/Clerical  
 Report writing  
 Sculpting/pottery  
 Soccer  
 Sports administration  
 Supervisory skills  
 Swimming  
 Tennis  
 Tour guide  
 Willingness to learn  
 Woodworking  
 Work in hot weather  
 Work with intellectually disabled  
 Work with physically disabled  
 Work with youth  
 Working with others



## Employment and Volunteer Experience

Beginning with your most recent employer, please provide the following information about each employer. Please also include any of your volunteer work. (If additional space is required, please use an additional sheet)

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:

Employer/Organization:

Dates of Employment:

Employer's / Organization's Address:

Job Title:

Supervisor's Name:

Job Duties:



## References

Please list three references who are not members of your family.

Name:	Number:
Relationship:	Email address:
Name:	Number:
Relationship:	Email address:
Name:	Number:
Relationship:	Email address:

## Extra

Please feel free to add any other information you think should be considered in evaluating your application.

Some positions are only available due to funding from the Federal and Provincial student grant programs.

Were you a full-time student in the spring of 2018? \_\_\_\_\_

Are you returning to full-time studies in the Fall of 2018? \_\_\_\_\_

By my signature on this application, I:

- Authorize the verification of the above information and any other necessary inquiries that may be needed to determine my suitability for employment.
- Affirm that the above information is true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We encourage eligible students to register for the Summer Employment Experience Development (SEED) grant program before the **March 31<sup>st</sup>** deadline. Please visit [www.NBjobs.ca/seed](http://www.NBjobs.ca/seed)

From time to time we are contacted by other employers with job opportunities. If you would like us to share your information with these employers, please initial here \_\_\_\_\_