



## Lifeguard / Instructor

Dear Applicant;

Thank you for your interest in becoming part of the Leisure Services Team. This letter outlines the application process 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. Submit a **cover letter, resume and application** for each position in which you wish to work. Should you wish to apply to more than one position, please submit a cover letter, resume and application form for that specific position. The cover letter should outline why you are applying for the position and any experience or qualifications that would help you in the position.
2. Please include copies of any relevant certifications that you currently hold.
3. Applications are to be submitted to the Town Office no later than **4:30pm, March 31<sup>st</sup>**.
4. Interviews will be held from April 12<sup>th</sup> to April 30<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 course dates.
6. Depending on the position, lifeguards / swim instructors work up to 16 weeks ending September 3<sup>rd</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 the two **mandatory orientation** and training days scheduled for **May 7<sup>th</sup> and 15<sup>th</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 cover letter, resume and application form to Gena Fowler, Director of Leisure Services prior to the posting expiry date. Please submit via email to [info@townofhampton.ca](mailto:info@townofhampton.ca) (include your name and the position you are applying for in the subject line), in person at the Town Office at 648 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, 2021
<b>Posting Expiry Date:</b>	March 31, 2021, 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 Supervisor, 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> <ul style="list-style-type: none"> <li>• A <b>mandatory orientation</b> and training day will be held <b>May 7<sup>th</sup></b> and <b>May 15<sup>th</sup></b></li> <li>• Safety training will be provided</li> </ul>
<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 and include it with your cover letter and resume.

## 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 and training that you have received which would be beneficial to this position)

Training:

Dates:

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

Certification

Date Earned

Expiry Date

French Language Proficiency Certification  
level achieved \_\_\_\_\_

Workplace Standard First Aid

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

Were you a fulltime student in the spring of 2021? \_\_\_\_\_

Are you returning to fulltime studies in the Fall of 2021? \_\_\_\_\_

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: \_\_\_\_\_

## References



HAMPTON  
*It's our nature!*

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:

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 \_\_\_\_\_