



**GEORGINA**

# Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



## Assistant Supervisor – Instruction & Lifeguarding

(Posting #2023.138)

<b>Department:</b>	Community Services
<b>Division:</b>	Aquatics
<b>Location:</b>	MURC/Georgina Leisure Pool
<b>Status:</b>	Permanent, Part Time
<b>Hours of Work:</b>	up to 24 hours per week
<b>Number of Positions:</b>	2
<b>Hourly Wage:</b>	\$32.29 – \$37.98 per hour
<b>Date Posted:</b>	September 22, 2023
<b>Date Closing:</b>	October 6, 2023

### Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### Position Purpose

Responsible for monitoring and supervising swim activities as assigned and providing excellent customer service. Provides support to the Aquatic Programmer and Aquatic Supervisor in the development, implementation and evaluation of aquatic programs, services and special events. ***For full details, please see attached job description.***

### Minimum Qualifications

- Grade 12 or equivalent;
- One (1) year of previous related aquatic experience, preferably in a municipal environment;
- Possess and maintain current certificates in: Standard First Aid/CPR C; Swim and Lifesaving Instructor, Emergency First Aid Instructor Awards, National Lifeguard Pool Award, Aquatic Fitness Instructor Certification and Aquatic Supervisor Training. National Lifeguard Waterfront or willing to obtain certification;
- One advanced aquatic award including “Examiner” or “Trainer” required;
- Current Police Vulnerable Sector Check, deemed as satisfactory by the Town;
- Valid Class 'G' Driver's license;
- Drivers Abstract?

### How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

### **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*

## **JOB DESCRIPTION**

<b>Title:</b>	Assistant Supervisor – Instruction & Lifeguarding	<b>Position #:</b>	NU61
<b>Department:</b>	Recreation & Culture	<b>Division:</b>	Recreation Services
<b>Date Created:</b>	August 2015	<b>Revision Date:</b>	May 2018
<b>Reports To:</b>	Aquatic Supervisor	<b>Direct Reports:</b>	None
<b>Employee Group:</b>	Non-Union	<b>Job Grade:</b>	3
<b>Indirect Reports:</b>	Sessional Instructors; Lifeguards; Head Instructors; Head Lifeguards; Aqua-fitness Instructors; Course Conductors; Volunteers		

### **Position Summary**

Responsible for monitoring and supervising swim activities as assigned and providing excellent customer service. Provides support to the Aquatic Programmer and Aquatic Supervisor in the development, implementation and evaluation of aquatic programs, services and special events.

### **Responsibilities**

- Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and makes recommendations on hiring/ promotion/ transfer/succession planning and termination decisions.
- Ensures adherence to Town HR policies and employment and Health and Safety related legislation; keeping abreast of emerging legislation relevant to the Town's business.
- Manages the day-to-day scheduling, organization, co-ordination and monitoring associated with the work of staff.
- Provides regular and constructive feedback to staff on performance; recognizes achievements and provides individualized support.
- Manages, motivates and mentors staff cultivating innovation, creativity and build a highly effective team while delivering high standards of work quality and organizational performance.
- Facilitates the development and achievement of business and personal objectives which includes individual development action plans designed for the continued growth and sophistication of the team.

- Performs instructional, lifeguarding and supervisor duties as required.
- Coordinates and monitors swim activities including providing guidance and performance feedback to on duty lifeguards and/or instructors, checking and recording program enrollment and attendance, ensuring pool equipment and supplies set-up and clean-up as appropriate, providing feedback to Aquatic Supervisor on employee performance and training needs, and ensuring program content meets departmental standards.
- Provides instruction for assigned aquatic programs including skill testing and awards processing.
- Provides lifeguarding services including monitoring and supervising recreational swim activities to ensure a safe aquatic environment.
- Assists the Aquatic Programmer, as directed, with preparing and maintaining documentation of sessional aquatic staff including emergency contact information, qualifications, evaluations, WSIB forms, inventory, etc.
- Assists the Aquatic Programmer, as directed, with preparing and maintaining statistical information on aquatic instructional and recreational programs.
- Assists the Aquatic Programmer, as directed, in the development of program initiatives, special events, policies and procedures, standards, goals and objectives.
- Responds to enquiries and concerns from the general public, course participants and/or parents and documents complaints, problems and incidents to the Aquatic Supervisor and/or Aquatic Programmer.
- Attends regular aquatic staff meetings and trainings.
- Meets the standards required for certification to instruct, lifeguard and supervise according to the industry standards as well as the Town of Georgina standards.
- Maintains an inventory of supplies.
- Performs other related duties that may occur in an unplanned or emergency situation.
- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in and conducts ongoing Training and Development and ensures all mandatory requirements are met and maintained.

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.**

## **Minimum Qualifications**

### **Education and Training:**

- Grade 12 or equivalent;
- Possess and maintain current certificates in: Standard First Aid/CPR C; Swim and Lifesaving Instructor, Emergency First Aid Instructor Awards, National Lifeguard Pool Award, Aquatic Fitness Instructor Certification and Aquatic Supervisor Training. National Lifeguard Waterfront or willing to obtain certification.
- One advanced aquatic award including "Examiner" or "Trainer" required.

### **Experience:**

- One (1) year of previous related aquatic experience, preferably in a municipal environment;
- One (1) year on the job for the period of adjustment, orientation, and adaptation.

**Knowledge:**

- Familiar with all applicable safety procedures and legislation affecting aquatic programs.
- Learn to Swim program

**Competencies:**

- Strong organizational, communications, problem solving skills;
- Competency in personal computers and associated software (MSWord, MS Excel, MS Outlook, ActiveNet);
- Superior customer service skills with ability to work collaboratively with staff teams, agencies and external contacts;
- Availability to work flexible hours including evenings and weekends;
- Current Police Vulnerable Sector Check.
- Valid Class 'G' Driver's license;

**Physical Demands and Working Conditions**

- Occasional requirement to stand for long periods of time;
- Occasional travel to attend meetings and other locations as required;
- Exposure to pool chemical odours and wet pool deck.