

Town of Caledon

make a difference



Job Title: Aquatics Lead (Contract up to 12 Months)

Closing Date: June 14 2024, 12:00 PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can **make a difference**.

The Opportunity

Reporting to the Programmer, Aquatics, this role is responsible for assisting with the administration and delivery of safe, customer-focused aquatics programs while promoting access and equitable processes for residents. The Aquatics Lead assists with the planning, scheduling, staff supervision, and coordination of the daily operation of an aquatic facility.

- Perform Lifeguard, Swim Instructor, Aquafit Instructor duties based on program objectives outlined by the Town and/or certifying organization, ensuring safety of participants, volunteers, and staff.
- Assist in the planning, preparation, and execution of a variety of aquatic programs, services, and initiatives, including inclusive opportunities.
- Perform various maintenance and facility preparation duties to maintain a clean and safe facility and ensure equipment is stored safely.
- Responsible for securing facility before and after programs.
- Perform Deck Supervisor duties, ensuring supervision of aquatics participants, volunteers, and staff.
- Provide exceptional internal and external customer service.
- Perform administrative tasks in accordance to Town standards and set deadlines as required (i.e. preparation of internal program resources, class lists, attendance, worksheets, report cards, submit test sheets, Injury and Incident Reports and follow-up, etc.).
- Perform additional administrative and light maintenance duties as assigned.

The Ideal Candidate

We are seeking an enthusiastic professional with a post-secondary diploma in Ontario Secondary School Diploma or Ontario High School Equivalency Certificate. Certifications in Standard First Aid & CPR C, Swim and Lifesaving Instructor, Lifesaving Society National Lifeguard (Pool Option), Aquatic Supervisor are required.

Our ideal



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

candidate has a minimum of 1 year of Lifeguard and Swim Instructor experience. Previous experience as a Deck Supervisor, or supervising a team is a strong asset. Additional certifications and/or completion of Aquafit Instructor, Examiner Course, National Lifeguard Instructor, Standard First Aid Instructor, and/or Swim and Lifesaving Instructor Trainer are an asset.

The ideal candidate will be proficient in Microsoft Word, Excel, Outlook, and experience using PerfectMind is an asset. We are seeking an individual with excellent verbal and written communication skills, a demonstrated capability to act as a leader, and superior interpersonal skills including the ability to work effectively in a team environment.

This position offers a hourly range of \$27.8365 to \$33.90.

Satisfactory passing of a vulnerable sector check and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

Applications for this posting will be accepted until June 14, 2024, 12:00 PM.

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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