

Town of Nipawin, Swimming Pool Lifeguards/Instructors (10)

Position Duties:

1. Responsible to the Pool Manager.
2. Attempt to prevent accidents through the enforcement of rules and policies governing users of the facility.
3. Assist in all areas of the pool operation as instructed by the Manager.
4. Report immediately all definite or potential hazards to the Pool Manager.
5. Maintain eye contact with the pool basin area at all times when on deck duty.
6. Aid any person requiring assistance or rescue.
7. Perform such steps as required to revive swimmers.
8. Provide minor first aid to patrons requiring such attention.
9. Maintain appearance as per instructions from Pool Manager.
10. Must report immediately in writing, on prescribed forms, to the Manager all injuries and/or accidents that occur.
11. Assist with cleaning of pool, deck, and change areas.
12. Assist with filter cleaning and maintenance and chemical adjustments as directed by the Manager or Maintenance Personnel.
13. Be punctual and arrive 10 minutes prior to your shift so you are ready to be on deck when your shift starts.
14. Maintain order in the pool and run safety checks through the change rooms regularly.
15. Inform the Manager of a change in water clarity which affects the safety of swimmers.
16. Know the emergency procedures of the facility.
17. Assist in any area or activity as directed by the Manager.
18. Teach well-organized, quality swimming lessons to all those assigned in classes.
19. Be responsible for any report cards handed in by the students.
20. Have report cards filled out properly and badges ready on the last day of each lesson set, or at an earlier date if requested.
21. Have a lesson plan ready for each lesson every day.
22. File completed lesson worksheets in office records. Completed means total number enrolled and number completed recorded at the bottom of the worksheets.
23. Teach lessons the way you were taught to teach.

Preferred qualifications include: ***(ALL APPLICANTS must include copies of all current certificates and awards.)***

- Lifesaving Society National Lifeguard Certification and/or Red Cross Lifeguarding Certification
- Bronze Cross and/or Assistant Lifeguard Certification
- Water Safety Instructor (WSI)
- Standard First Aid & CPR 'C'
- Aquatic Emergency Care
- Pool Operator's Certificate is an asset.

Wage range - \$14.51-\$18.90/hr depending on qualifications and experience.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **Monday, April 2nd, 2018.** (Only those considered for employment will be contacted).

Mike Hidlebaugh, Interim Director of Parks & Recreation
P.O. Box 2134
Nipawin, SK S0E 1E0
Email: m.hidlebaugh@nipawin.com PHONE: 862-9866; FAX: 862-3076

Town of Nipawin, Swimming Pool Cashiers

Head Cashier (1)

To carry out all duties of cashier in accordance with policies established by the Director of Parks & Recreation.

DUTIES:

1. To take charge and be responsible for the income of all cash at the facility. To ensure that deposits are made daily, that all receipts and deposit forms are filled out correctly, and complete cash outs and make deposits.
2. To be familiar with the programs of the pool and be able to inform the public about the programs. To have knowledge of the Red Cross and Lifesaving Society programs.
3. To assist in keeping the guard room clean and uncluttered. This may entail cleaning the guard's washroom as needed, folding dry towels, washing windows periodically and sweeping the front entrance.
4. To know the emergency procedures and to participate as directed by the Manager.
5. To work in cooperation with the Manager in organizing lesson sessions, assigning instructors to classes and other duties assigned by the Manager.
6. To maintain accurate, organized records of cash recap, deposits, receipts for payments, registrations for lessons, pool rentals, etc.
7. To keep an accurate count of patrons entering and leaving the pool and to inform the Manager or head guard when the pool reaches capacity.
8. To collect quarters from lockers in both locker rooms every week.
9. To maintain a sufficient stock of all confectionary items and to order more supplies as necessary.
10. To actively participate at in-services. (i.e. taking meeting minutes, volunteering ideas and time).
11. To be sure that there are adequate stationary supplies at the pool.
12. To handle advertising and pool promotions, if directed by the Manager.
13. Be sure sanitary napkin dispensers are full and in working order.
14. To ensure First Aid Kit is will stocked and replace items if needed, after checking with the Manager.

PREFERRED QUALIFICATIONS/SKILLS:

- Ability to operate a cash register
- Possess some accounting skills
- Possess good PR skills and organizational skills
- Possess some supervisory experience
- CPR and First Aid are a bonus

Part-Time Cashier (1)

To carry out all duties similar to those of head cashier with a few exclusions.

DUTIES:

1. Responsible for all duties of head cashier, except lesson scheduling
2. To report any irregularities or problems to the Head Cashier or Manager

PREFERRED QUALIFICATIONS/SKILLS:

- Ability to operate a cash register
- Possess some accounting skills
- Possess good PR skills and organizational skills
- Possess some supervisory experience

Wage range for Head Cashier depending on experience is \$14.96-\$15.73/hr. Wage range for Part-Time Cashier depending on experience is \$13.79-\$14.56/hr.

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