



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 1st.

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 31st.
4. Interviews will be held from April 11th to April 29th. 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. We will be offering the course in May. You can contact the Red Cross or St John Ambulance for dates of other courses.
6. Depending on the position, lifeguards / swim instructors work up to 16 weeks ending September 3rd. 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 staff must attend a mandatory orientation and training day scheduled for May 20th.

If you have any concerns or need clarification of the application form or on the application process, please contact the Leisure Services Office, 832-6102. We would be happy to discuss the positions available and your application.

Take care,

A handwritten signature in blue ink that reads "Gena Fowler".

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, in person at the Leisure Services Office at 808 Main Street, or mail to P.O. Box 1066, Hampton, N.B., E5N 8H1

Job Title:	Pool Lifeguard / Swim Instructor
Reports To:	Pool Supervisor
Posting Date:	February 29, 2016
Posting Expiry Date:	March 31, 2016, 4:30pm
Anticipated Start Date:	Various start dates beginning in mid-May Note that some positions are subject to availability of grants
Job Summary:	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.
Job Duties:	<ul style="list-style-type: none"> • Ensure the safety of patrons and staff • Lifeguard the facility to prevent incidents and respond to emergencies • Administer first aid when required • Participate in weekly training and orientation sessions • Assist with special events (Canada Day, swim meets, regional training) • Demonstrate effective public relation skills • Identify to supervisor any desired or necessary training • Plan, lead, and evaluate Red Cross learn-to-swim lessons • Set up and clean up the programs and activities • Communicate effectively with swimmers, parents, peers and supervisors • Maintain equipment and complete required reports • Must wear supplied uniform and appropriate swimwear • Enforce relevant rules and procedures for the program • Foster a positive public image of the Department and maintain proper public relations • Maintain hours of work as assigned until relieved or duties are completed • Responsible for all relevant record keeping related to the program • Assist with the cleanliness, maintenance and inspection of area and equipment • Organize and lead activities on Canada Day • Will assume any other relevant duties at the request of the Pool Supervisors, Shift Supervisors, Facilities Manager or Director of Leisure Services
Education and Certification	<ul style="list-style-type: none"> • Red Cross Lifeguard Certification • Red Cross Water Safety Instructor • Current Workplace Standard First Aid



<p>Supervision and Training:</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.</p> <ul style="list-style-type: none"> • Compulsory weekly training sessions are designed to improve teaching and guarding skills, as well as fundamental, personal management, and teamwork skills • A mandatory orientation and training day will be held May 20th • WHMIS training will be provided
<p>Requirements:</p>	<ul style="list-style-type: none"> • Current lifeguard certification • Current Water Safety Instructor certification • This is a front line position with both inside and outside work • High School diploma is an asset • Demonstrated leadership skills are a must • High School leadership would be an asset • A team player who is willing to lead • Display a positive, professional and proactive attitude • Able to handle issues/concerns in a positive manner • Good organizational and program implementation skills • Energetic, friendly, and customer focused • Effective communication and interpersonal skills • Ability to deal positively with changing priorities in a fast paced environment • All staff are expected to follow the Town Safety Policy and NB Workplace Health and Safety Act <p>Fundamental Skills (communicate, manage information, use numbers, think & solve problems); Personal Management Skills (demonstrate positive attitudes & behaviours, be responsible, be adaptable, learn continuously, and work safely); and Teamwork Skills (work with others, participate in projects & tasks).</p>
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • Various positions are available working up to a maximum 40 hour week, between 7:00am -10:00pm • Must be available to work Canada Day, July 1st • Must be flexible to work evenings and weekends, when necessary • Requires work to be performed in both indoor and outdoor environments in a variety of weather conditions • Team-based environment

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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 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

Date Expiries

WHMIS
Workplace Standard First Aid



Skills

Please circle 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.

Computer use
 Working with others
 Writing
 Numeracy
 Bookkeeping
 Customer service
 Promotions
 Public Relations
 Receptionist/Clerical
 Supervisory skills
 Equipment operation
 Horticulture
 Dance
 Drama
 Drawing
 Handcrafts
 Music
 Sculpting/pottery
 Plant/tree identification
 Audio-visual equipment
 Editing
 Graphic arts
 Journalism
 Layout and design
 Photography
 Honesty
 Eye for detail
 Willingness to learn
 Gardening experience
 Energetic
 Enthusiastic
 Artistic ability
 Interest in Chemistry
 Interest in Biology

Baseball
 Basketball
 Camp Counsellor
 Figure Skating
 Hockey
 Soccer
 Tennis
 Lacrosse
 Golfing
 Gymnastics
 Sports administration
 Cashier/sales clerk
 Greenhouse worker
 Heavy lifting
 Landscaping
 Lawn Maintenance
 Tour guide
 Activity coordinator
 Child care worker
 Counsellor
 Fund raising
 Program planning
 Work with youth
 Work with intellectually disabled
 Work with physically disabled
 Carpentry
 Woodworking
 Electrical work
 Electronics
 Coaching
 CPR
 First Aid
 Driver's license
 Work in hot weather



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 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 fulltime student in the spring of 2016? _____

Are you returning to fulltime studies in the Fall of 2016? _____

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: _____

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 _____