



Municipality of Jasper
Senior Lifeguard/Instructor- Jasper Fitness & Aquatic Centre
Full Time Continuous
Posting #17.037

The Municipality of Jasper is seeking a self-motivated individual to work in a full time continuous position as Senior Lifeguard/Instructor at the Jasper Aquatic Centre for the Department of Culture & Recreation. The primary purpose of this position is to perform effective lifeguarding, instruction, shift supervision, custodial duties, mechanical duties, public relations and various operational/administrative duties as assigned. The hours of work will vary and will be scheduled to work 37.5 hour per week. The selected candidate will be willing to work a variety of daytime, evenings and weekend shifts depending on time of year.

Complete qualifications, responsibilities and skills required for this position are outlined in the job description available at the Municipality of Jasper Administration Office.

****ALL AWARDS MUST BE CURRENT - Please include copies with Resume****

The rate of pay for this position is \$23.15 - \$25.81 per hour as per CUPE Local 1458 2017 wage grid. Additionally, a \$2.00 shift or weekend premium is payable on eligible hours worked. A comprehensive benefits package is offered upon the completion of the required probationary period. In addition, the selected candidate will be required to provide a favorable Criminal Record and Vulnerable Sector Check.

Qualified and interested individuals are asked to submit a resume and cover letter that outlines how you meet the requirements listed above, indicating competition # by **2:00 p.m. Tuesday, August 8, 2017:**

Martha Fleming
Human Resources Manager
Municipality of Jasper
Box 520
Jasper, AB. TOE IEO or Email (pdf format only) m Fleming@town.jasper.ab.ca

DISTRIBUTION LIST FOR POSTING

Administration	Employment Services
Culture & Recreation (Arena & Aquatic)	www.jasper-alberta.com
Community & Family Services (Children's Centre)	ARPA
Operations	RFP
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CUPE Local 1458	

Distribution Date: July 24, 2017

Distributed By: Martha Fleming

**MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL**

TITLE:	Senior Lifeguard/Instructor
DEPARTMENT:	Culture and Recreation - Jasper Fitness & Aquatic Centre
REPORTS TO:	Fitness & Aquatic Centre Manager
PRIMARY PURPOSE:	Perform effective lifeguarding, instruction, shift supervision, custodial duties, mechanical duties, public relations and various operational/administrative duties as assigned.
SCOPE:	Senior Lifeguard/Instructor staff work alone and as part of a team to promote and enable the safety and education of the members and guests of the Municipality while at the Fitness & Aquatic Centre. Assist in staff training, scheduling and operation of the facility as assigned.
PHYSICAL DEMANDS:	Meet Physical Demands Ability Test including but not limited to: being able to safely do all NL standard skills at any time, being able to reach the deepest point in our facility (4.5m) and safely recover a 9kg brick.

QUALIFICATIONS: *(NOTE: all awards must be current)*

<i>MINIMUM:</i>	<i>PREFERRED:</i>
18 years of age	Two + years Lifeguard/Instructor experience
Grade 12 diploma	One + year(s) supervisory experience
National Lifeguard	Facility Proficiency Package
Aquatic Emergency Care (or other Standard First Aid award), CPR C & AED Certifications	Pool Operator II
Lifesaving & Swimming Instructor	Aquafit Instructor
Oxygen Administration	Life Saving Sport Coach
Pool Operator I	ASSA Coach
	Lifesaving Society Instructor Trainer
	Aquatic Emergency Care (or Standard First Aid) Instructor
	Post-Secondary education in Recreation or related field
	Other Specialty Awards (Red Cross, AMHSA, Fitness Related etc.)

PERFORMANCE RESPONSIBILITIES:

- As a member and leader of a team, promote and enable safe and enjoyable experience for members and guests of the Municipality while at the Fitness & Aquatic Centre through effective lifeguarding, instructing and customer service.
- Promote and provide high-quality instructional experiences to the members and guests of the Municipality.
- Effective and appropriate communication with the members and guests of the Municipality and Fitness & Aquatic Centre staff, including face-to-face, telephone, print and electronic communications.
- Understand and follow all Municipal and Facility Policy and Procedures, including the Health and Safety program, to ensure the Fitness & Aquatic Centre remains safe, clean and healthy. Regularly review same.
- Understand and follow all Emergency Procedures, develop and participate in training to ensure appropriate emergency response and follow up. Regularly review same.
- Understand and follow the Collective Agreement between the Municipality and C.U.P.E. local 1458. Regularly review same.
- In coordination with the Fitness & Aquatic Manager, Head Lifeguard/Instructor, and the Fitness & Aquatic Coordinator, develop, promote and deliver appropriate cost-effective programs to the members and guests of the Municipality.
- In coordination with the Fitness & Aquatic Manager, Head Lifeguard/Instructor, and the Fitness & Aquatic Coordinator, conduct effective training, scheduling, supervision and assist in evaluation of staff.

- In coordination with the Fitness & Aquatic Manager and the Head Lifeguard/Instructor, oversee all mechanical maintenance and operation of the aquatic facilities.
- As operational needs dictate, perform all duties of a Lifeguard/Instructor II or Clerk II.
- Welcome all members and guests of the Municipality, performing facility admittance, membership administration, program registration, and promotion of safe and enjoyable experiences for all visitors to the Fitness & Aquatic Centre.
- Act as shift supervisor, may require evening, weekend, daytime or early morning time commitments. Flexibility is extremely important.
- As operational needs dictate, perform various administrative, operational, custodial and any other job duties as assigned.
- Maintain lines of communication between guards and clerks
- Act on behalf of the Fitness & Aquatic Manager, Head Lifeguard/Instructor or Fitness & Aquatic Coordinator as appointed.

PERFORMANCE EVALUATION:

To be conducted in accordance with established policy and/or as needs dictate.

Approved:  Approval Date: FEBRUARY 11, 2016