



TOWN OF LADYSMITH

EMPLOYMENT OPPORTUNITY

LIFEGUARD INSTRUCTOR III

The Opportunity

Have you built your career on a passion for aquatics and feel like a fish out of water when you're out of the water? Are you looking to share this passion and your experience with a group of upcoming aquatic professionals? If you've answered yes - we'd like to meet you. The Town of Ladysmith is seeking a Permanent 35 hour/week Lifeguard Instructor III.

The Organization and Team

Our team, across the entire organization, works for purpose, balance and community. We are all engaged to create a safe, caring, and well managed work environment that reflects the quality of its people.

As your employer we want to be an important part of your life, but we also want you to have a life. The Town of Ladysmith supports its employees with competitive compensation and the flexibility to deal with personal and family life.

We also recognize you need to enjoy your work and the people you work with. At the Town of Ladysmith, we are growing and evolving. This creates a motivating environment and work community, and will keep you excited about your job day after day. We are colleagues, mentors and friends.

The Location

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

The Position

The work of this position is important to the community. The Town of Ladysmith is known for its excellent recreational programs and you will help maintain this reputation. When you work as a lifeguard instructor III with us, not only will you be the head guard on deck, you get the satisfaction of going into every shift knowing that you will actively make an impact to the Town and its residents. Aside from guarding and instructing you'll get to share your expertise and provide mentorship to our aquatics staff, make recommendations for aquatics department improvement and change, and build strong, long-standing relationships with our patrons. From teaching participants how to properly fit a lifejacket to helping children learn to swim, our lifeguards are almost always busy making the most of our aquatics facility and programs.

The Requirements

We want you to be successful in your role. To ensure success we'll need you to have completed grade 12 (or equivalent) and have at least 2 years' recent relevant experience. In addition, you'll be expected to hold all valid certifications typical of a head lifeguard instructor role - please visit our website at <https://www.ladysmith.ca/city-hall/careersvolunteering/current-vacancies> for copy of the job description with all the details.

How to Apply

Interested in joining our team? If your background mirrors our requirements, we'd love to hear from you.

Please submit a cover letter and resume in confidence to hr@ladysmith.ca referencing competition #2021-42.

This competition will remain open until filled. Candidates are encouraged to apply at their earliest convenience.

For further information, contact:

Sue Glenn, Supervisor - Community Programs & Services

(e) sglenn@ladysmith.ca
(p) 250.245.6426

POSITION VACANCY - COMMUNITY SERVICES

(Internal/External Competition)

#2021-42

LIFEGUARD INSTRUCTOR III

(1 position)

Job Title:	LIFEGUARD INSTRUCTOR III
Classification:	Permanent Part-Time
Department:	Parks, Recreation & Culture
Duties:	See attached Job Description
Required Qualifications:	See attached Job Description
Rate of Pay:	Band 9 - \$32.50/ per hour - 2021 Rates (Subject to JE)
Hours of Work:	0.875 FTE - 35 hours/week
Conditions of Employment	Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends.
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Programmer - Aquatics

Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".

This job posting will remain open until filled. For further information please contact:
Sue Glenn, Supervisor – Community Programs and Services.
Email: sglenn@ladysmith.ca | Ph: 250.245.6426

Submit cover letter and resume to:

Ian Paydli, Manager of Human Resources
City Hall, 410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
Email: hr@ladysmith.ca | Ph: 250.245.6412

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TITLE:	LIFEGUARD / INSTRUCTOR III
DEPARTMENT:	AQUATICS
DIVISION:	PARKS, RECREATION & CULTURE
CATEGORY:	UNION CUPE LOCAL 401
BAND:	9 (Subject to Job Evaluation)

GENERAL ACCOUNTABILITY

Under the general direction of the Aquatics Programmer, the Lifeguard Instructor III is the head lifeguard/instructor, assists with the operational supervision of the aquatic area (pools, deck, sauna, change rooms, viewing area, etc.) and monitors pool use to ensure that the daily operation is following department policies and safety standards.

The position involves mentorship to staff while performing lifeguard and instructional duties, the delivery of aquatic programs, and special events. This role requires the individual to demonstrate strong leadership abilities and possess a functional knowledge of pool chemistry and operating procedures. The Lifeguard Instructor III is positive and responsive when dealing with the public and user groups and performs as a professional and dedicated team player in providing the best possible aquatic service to the Town.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Lifeguard and instruct all levels of aquatic programs and act as the aquatics lead during special events.
- Ensure all aquatic activities are carried out in a safe manner and in accordance with established rules and regulations.
- Maintain order and ensure proper conduct of persons using the aquatic facility.
- Perform various aquatic facility maintenance, including but not limited to duties indicated on the daily guard report.
- Collaborate regularly with the Aquatic Programmer to ensure a consistent approach regarding coaching, mentorship and overall leadership of aquatic staff.
- Assist the Aquatic programmer in the development of staff schedules and perform administrative duties as directed.
- Assist the creation and implementation of aquatic staff in-service training sessions.
- Make recommendations for improvement or change to aquatic programs, processes and practices.
- Complete daily operational checks, conducting research and preparing aquatic reports.
- Assist with maintaining sufficient inventory of first aid supplies, uniforms, and swim lesson supplies.
- Report mechanical failures, accidents, and other relative information.
- React to emergency situations and perform first aid.
- Provide excellent customer service to all internal and external customers.
- Promote an atmosphere of good relations with the public and staff.
- Follow safe work practices and safety guidelines as established by the Town and Worksafe BC.
- Attend professional development training as directed.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. Minimum grade 12 education or equivalent (GED) and minimum two (2) years' recent relevant experience. An equivalent combination of education and experience may be considered.
2. Current certification in:
 - Red Cross Water Safety Instructor

- National Lifeguard Service Award – Pool Option
 - Lifesaving Society Instructor
 - National Lifeguard Instructor Certification
 - Airway Management & Oxygen Administration (AMOA)
 - BCRPA Aqua Fit Instructor or other comparable certification.
3. Valid Standard 1st Aid certification.
 4. Valid CPR Level C certification.
 5. Pool Operator Level I certification.
 6. Valid Workplace Hazardous Material Information System (WHMIS) certificate.
 7. Satisfactory criminal record check / personal information check.
 8. Demonstrated knowledge of safe work procedures, practices and obligations.
 9. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
 10. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
 11. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
 12. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
 13. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
 14. Demonstrates valuing diversity.