



# BULLETIN

## HEAD GUARD/CASHIER/ LIFEGUARD/INSTRUCTOR

Applications will be received by the undersigned up to 5:00 p.m., May 5, 2021, for the position of HEAD GUARD/CASHIER/LIFEGUARD/INSTRUCTOR (Position #2), Parks and Recreation Department.

### MAIN DUTIES & HOURS OF WORK:

Under the direction of the Recreation Services Supervisor (Pool), the Head Guard/Cashier/Lifeguard/Instructor is responsible for all aspects of delivering a municipal pool program. The employee will be required to work shifts, weekends and holidays; minimum of one half of annual holiday entitlement may be required to be taken at the time the pool is closed for the annual shutdown period.

The approximate core hours for this position are 30 – 35 hours per week. Additional hours of work may be assigned based on school, other bookings, summer or outdoor pool program.

*Work days:* Mondays through Wednesdays (afternoons & evenings)  
Saturdays (morning & afternoon)  
Sundays (afternoon & evening)

*Days off:* Thursdays & Fridays

### QUALIFICATIONS:

**Education & Experience:** Grade 12 education; Lifeguard certification to meet current Saskatchewan Health Swimming Pool Regulations and Standards; Current Life Saving Instructor certification; Current Red Cross Water Safety Instructor; Current National Lifeguard certification; Current Fitness Instructor certification; Minimum of one (1) year experience as a Cashier/Lifeguard/Instructor; Demonstrated ability to identify and appropriately respond to an emergency situation; Experience with Windows based systems and various Microsoft programs; Valid class 5 driver's license.

**Skills & Abilities:** Principles of Healthy Childhood Development Certificate and Swimming Pool Operators Certificate. Effective interpersonal, verbal and written communication skills; Ability to deal courteously, effectively and tactfully with the public; be fully bondable. Ability to understand and operate, with general guidance, specialized application software. Thorough knowledge and understanding of the Occupational Health and Safety Act and Regulations and ability to effectively direct compliance of employees in all Occupational Health and Safety polices as established by the City.

This position is included as a "position of trust" under the Criminal Record Check Policy.

### WAGE SCALES:

Head Guard: \$23.66 to \$24.83 per hour  
Lifeguard/Instructor: \$19.07 to \$23.04 per hour

Applications are to be submitted on forms which may be obtained from Human Resource Services, City Hall. A resume may be attached; however, the Application Form MUST BE COMPLETED IN FULL.

Present Civic CUPE Local 9 Employees, if qualified, will be given preference.

April 26 2021

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AL BROMLEY  
DIRECTOR OF HUMAN RESOURCE SERVICES

For further information and review of the complete job description, please contact Human Resource Services.

**N.B.:** Your fully completed and signed original application form must be received prior to the closing date in order to receive consideration. Please ensure that ALL information you wish to have considered relative to your qualifications for this position is included on the Application Form.