



**Full Time Employment Opportunity
Town of Woodstock
Recreation & Community Services Department**

Work Location : AYR Motor Centre
Position Title : Pool Administrator / Lifeguard-Instructor
Reporting Manager : Kelly Foster Hallett, Director

Rate of Pay: \$17.10/hour

Application Due Date: August 30, 2019

The Town of Woodstock is seeking a qualified individual to fill the role of Pool Administrator / Lifeguard-Instructor at the AYR Motor Centre Aquatic Facility.

Duties and Responsibilities

- Have strong leadership to lead our Aquatic Team.
- Work with Program Coordinator to develop new programs and improve and expand existing ones.
- Coordinate Swimming Lesson Session for schools, daycares and public classes.
- Have a strong ability in staff scheduling.
- Have a strong ability in dealing with concerns and feedback from the public.
- Lifeguard during the pool events and activities throughout the day.
- Teach swimming lessons to school and daycare groups.
- Teach Private Lessons throughout the day when they are booked.
- Teach certification courses when they are offered.
- Keep the pool and office areas tidy.

Required Certifications

- Reasonable Experience Guarding and Teaching
- Experience in an Administrative Role
- National Lifeguard Pool – Current
- Swim Instructor – Current
- Lifesaving Instructor – Current
- Lifesaving Examiner – Current
- National Lifeguard Instructor – Current
- National Lifeguard Examiner – Current
- First Aid Instructor – Current
- First Aid Examiner – Current

The following additional Certifications would be an asset:

- Swim Instructor Trainer
- Lifesaving Instructor Trainer
- National Lifeguard Instructor Trainer
- First Aid Instructor Trainer

HOURS OF WORK:

Normally Monday-Friday 6am-3pm. Additional hours may be required.

Remuneration is in accordance with an established salary scale of Local 719. The Town of Woodstock is an equal opportunity employer and provides a wide range of employee benefits.

Please submit written applications to the undersigned by:

Friday, August 30, 2019

How to Apply for Internal Job Postings:

This is a great opportunity to work in a team environment and engage with the public. All interested applicants please submit your resume to: kelly.foster@town.woodstock.nb.ca or drop off to Kelly Foster Hallett, Director / Facility Manager.

Posted Wednesday August 14 2019