

**POSITION VACANCY – PARKS, RECREATION AND CULTURE**

(Internal/External Competition)

#2021-35

**LIFEGUARD INSTRUCTOR****(1 Position)**

|                                  |  |
|----------------------------------|--|
| <b>Job Title:</b>                | <b>LIFEGUARD INSTRUCTOR</b>  |
| <b>Classification:</b>           | Casual   |
| <b>Department:</b>               | Parks, Recreation and Culture - Aquatics   |
| <b>Duties:</b>                   | See attached Job Description   |
| <b>Required Qualifications:</b>  | See attached Job Description   |
| <b>Rate of Pay:</b>              | Band 3 - \$28.05 per hour  |
| <b>Hours of Work:</b>            | No guarantee of hours<br>Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends. |
| <b>Conditions of Employment:</b> | Automatic wage deposit   |
| <b>Union:</b>                    | Canadian Union of Public Employees (C.U.P.E.) Local 401  |
| <b>Benefits:</b>                 | As per the Collective Agreement  |
| <b>Reporting To:</b>             | 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 Tami-Lyn Stephen – Programmer – Aquatics - 250.245.6414 ext. 6232; [tstephen@ladysmith.ca](mailto:tstephen@ladysmith.ca).

Submit resume and cover letter to:

Ian Paydli, Manager of Human Resources  
City Hall  
410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [hr@ladysmith.ca](mailto:hr@ladysmith.ca)  
Ph: 250.245.6412  
Fax: 250.245.6411

DISTRIBUTION:  
A. McCarrick, CAO  
C. Barfoot  
E. Anderson  
I. Paydli  
B. Gurrie, CUPE 401 President  
L. Amy  
B. Simpson  
S. Glenn

Post: FJCC, City Hall, Public Works, Development Services





**TOWN OF LADYSMITH**

**EMPLOYMENT OPPORTUNITY**

## LIFEGUARD INSTRUCTOR I

### The Opportunity

Summer is over and you may be thinking about a getting job to help you through the academic year. If you're looking for a rewarding role that will allow you to work with a great team, learn life-long skills and make a difference in our community - all with the flexibility to attend classes, we've got a great opportunity for you. The Town of Ladysmith is seeking a reliable and diligent Casual Lifeguard Instructor.

### 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 with us, you get the satisfaction of going into work every shift knowing that you will actively make an impact. When guarding your station you're keeping an eye on the pool and ensuring that everyone is behaving safely. While instructing, you'll get the opportunity to provide excitement and education to pool-goers. From teaching participants how to properly fit a lifejacket to helping children learn to swim, our lifeguards are almost always busy providing assistance to someone in the pool. Most casual jobs don't give you this kind of fulfillment and sense of accomplishment.

### The Requirements

We want you to be successful in your role. To ensure success we'll need you to have completed grade 10, hold a current Red Cross Water Safety instructor Certification, a National Lifeguard Award, and one year of relevant experience.

### 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](mailto:hr@ladysmith.ca) referencing competition #2021-35. This competition will remain open until filled, candidates are encouraged to apply at their earliest convenience.

For a complete opportunity profile, please visit our website at <https://www.ladysmith.ca/city-hall/careers-volunteering/current-vacancies> and for further information, contact:

Ian Paydli,  
Manager of Human Resources  
Town of Ladysmith, City Hall  
410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
(e) [hr@ladysmith.ca](mailto:hr@ladysmith.ca) (p) 250.245.6412

|                    |                             |
|--------------------|-----------------------------|
| <b>TITLE:</b>      | LIFEGUARD / INSTRUCTOR      |
| <b>DEPARTMENT:</b> | AQUATICS                    |
| <b>DIVISION:</b>   | PARKS, RECREATION & CULTURE |
| <b>CATEGORY:</b>   | UNION CUPE LOCAL 401        |
| <b>BAND:</b>       | 3                           |

---

**GENERAL ACCOUNTABILITY**

Under the direction of the Aquatic Programmer, this position is responsible for ensuring the safety of patrons in and around the pool area, maintaining the pool area in a safe and clean condition, exhibiting leadership qualities while instructing and lifeguarding within the aquatic programs offered and providing general supervision of pool activities.

**PRIMARY DUTIES AND ACCOUNTABILITIES**

- Lifeguards and instructs assigned programs.
- Promotes an atmosphere of good relations with the public and staff.
- Ensures that aquatic activities are carried out in a safe manner and in accordance with established rules and regulations.
- Performs pool maintenance tasks as required, including such duties as indicated on the Daily Guard Report.
- Attends professional development training as directed.
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Minimum grade 10 education.
2. A minimum of one (1) year recent experience in a lifeguard/instructor role.
3. Current certification in:
  - Red Cross Water Safety Instructor
  - National Lifeguard Award – Pool Option
4. Valid Standard 1<sup>st</sup> Aid certification.
5. Valid CPR, level C certification.
6. Satisfactory criminal record check / personal information check.
7. Demonstrated knowledge of safe work procedures, practices and obligations.
8. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
9. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
10. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
11. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
12. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
13. Demonstrates valuing diversity.