



EMPLOYMENT OPPORTUNITY
CENTRE DUFFERIN RECREATION COMPLEX

Applications are being received for the position of:

DECK SUPERVISOR

Position: Seasonal Deck Supervisor

Posted: Friday December 18th, 2020

Positions Available: 3

Closing: Wednesday January 20th, 2021 at 3:00pm

Status: Seasonal

Wage Range: \$15.46 - \$19.33 per hour

Work week: June: Casual

Dependent on experience and qualifications

July and August: Approx. 30-38 hours per week

The CDRC Board of Management is seeking positive, team-oriented individuals to fill the above-mentioned positions. Under the direction of the Recreation Program Coordinator, the successful candidates will be involved in a diverse range of job activities to provide successful summer outdoor swimming pool program. The successful candidate must be available to work scheduled weekday, weeknight, and weekend shifts. The job will require some physical requirements and requires strong interpersonal and communication skills to work well with other staff, children, volunteers, parents, and the public. A background in recreation would be an asset.

Duties & Responsibilities:

- Attend and participant in all staff meetings and trainings prior to/throughout the 2021 summer season. Demonstrate and maintain all skills relevant to the position. Read, acknowledge & abide by the current CDRC Outdoor Pool Manual.
- Ensure prompt attendance and decorum including dress code. Arrive at the facility on time for the start of shifts to prepare for the day and start the days programs according to schedule.
- Instruct Red Cross Swim programs and other swimming skills programs as required.
- Supervise all pool staff ensuring duties are being completed and providing the pool with a safe environment including proper uniform recognition.
- Ensure safe practice and policies of the pool areas are adhered to by patrons. Enforce all pool rules and maintain good public relations. Assist in the supervision and organization of all swimming pool programs. Monitor patrons safe use of the pool facility area.
- Maintain a clean and safe environment of the pool, change rooms, washrooms, and deck areas on an hourly basis with completed log reports. Check pool chemicals as required and log results with Facility Maintenance Manager.
- Work co-operatively as a team with fellow staff, supervisors and patrons visiting the facility to provide a safe enjoyable environment.
- Lead EAP (Emergency Action Plan) when required, provide first aid when necessary and accurately complete incident reports.
- Responsible for opening and closing of the facility before and after programs.
- Assist with administrative tasks when assigned, planning staff trainings and the execution of additional programs including Home Alone Safety for Kids, Red Cross Babysitting course, etc.
- Other duties as assigned by the Recreation Program Coordinator.

Skills & Abilities:

- Current National Lifeguard, Red Cross Water Safety Instructor & Standard First Aid with CPR-C certifications.
- Other qualification and certifications an asset including High Five Principles of Healthy Childhood Development and Lifesaving Instructors.
- Minimum 2 years of experience in water safety instruction and lifeguarding.
- Experience in staff supervision considered an asset.
- Microsoft applications & computer skills required.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9
Phone: (519) 925-2400

- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisor, and colleagues.
- Provide a Criminal Record Check upon hire.

Resumes are being accepted for this position and will be received until 3:00pm on Wednesday, January 20th, 2021 by email or in person;

Emily Francis, Recreation Program Coordinator
Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne, ON L9V 3C9
(519) 925-2400
efrancis@shelburne.ca

Please note position applying for on cover page.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted