



## **Parks & Recreation Summer Staff Positions 2023**

### **Pool Staff**

The Kentville Parks and Recreation Department provides top quality recreational programs and services for Kentville and area residents, and is looking for adventurous, enthusiastic employees to help us keep our commitment to the community. If you are an energetic, self-motivated, and outgoing person who likes to work as part of a team, then apply this summer to work with the summer recreation team in Kentville!

#### **Our commitment to equity, diversity, and inclusion**

The Town of Kentville recently adopted our first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We encourage applicants from equity deserving populations to self-identify in their application. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and are committed to continuing our education and awareness as an organization. If you have questions on how we can ensure a safe place of employment, or how the hiring process can accommodate your needs, we invite you to reach out and contact us.

#### **Why work with us?**

Being a part of the Kentville parks and recreation team means you will be working in a dedicated, positive, and supportive environment. Our department is known for its high standard of service, its dedication to innovation, and its commitment to serving all members of our community. We do this because we value our people and we're passionate about what we do. Really passionate. Our department has an environment that offers support and encouragement so you can achieve your professional goals. Trust, accountability, and fun are the foundations of our workplace culture.

#### **Training and Personal Development**

As part of our team, you will be provided with training and personal development opportunities that will take place throughout the summer and leading up to the start of the outdoor season.

#### **Your Opportunity**

The Town of Kentville Parks and Recreation Department is seeking the following nine (9) pool positions.

#### **Pool Director (1 position available):**

The Pool Director will oversee daily operations of the pool including program registration, staff schedules, record keeping, lessons, public swims, and basic pool maintenance. The Pool Director is also responsible for the supervision of all lifeguards, swim instructors and junior lifeguards, works to ensure that all safety standards and protocols are met, and is the first point of contact at the pool during regular working hours. This position will also oversee daily communication with the program participants and/or parents/guardians of program attendees, ensure pool programs have adequate supplies to deliver their instructions, and oversee the equipment used throughout the summer. The Pool Director will prepare plans and reports (such as incident reports) as required.

Chosen applicants will have strong interpersonal and communication skills with the ability to work independently and as part of a team, and the ability to exercise initiative. Beyond the required

certifications, all other program certifications (i.e., aqua-fit, water-polo) will be considered an asset.

As the Town of Kentville Pool Director you must possess or be willing to obtain:

- 👤 A current RLSSC-National Lifeguard Service certification,
- 👤 Up to date certification in: St. John's Ambulance First Aid, RLSSC Aquatic Emergency Care **or** Canadian Red Cross Standard First Aid.
- 👤 Certification in the Lifesaving Learn-to-Swim Program, along with training in the administration of this program.

We are looking for an individual who is

- 👤 Able to teach Bronze Star and/or Bronze Medallion
- 👤 Experienced in the administration of pool staff and a pool facility.
- 👤 Enthusiastic, organized, and a motivated self-starter;
- 👤 Works to a high standard of safety, cleanliness and program quality;
- 👤 A creative problem solver and able to adapt quickly;
- 👤 A passionate believer and implementer of inclusive practices;
- 👤 Willing to learn and be a part of a dynamic team;
- 👤 Aware of your own privilege and how you are using it to help others;

This position includes two weeks for training and planning.

This is a 35 - 40 hours/week position with some evenings and weekends as required. This contract runs from June 19<sup>th</sup> until August 27<sup>th</sup>. Compensation for this 10-week contract is \$20.00/h.

#### **Pool Instructors/Lifeguards (up to 8 positions available):**

Reporting to the Pool Director, pool staff will be able to teach various levels of swimming to program participants including preschool aged children, persons with disability, and adults. Pool employees are also required to perform life guarding duties during public, adult and senior swimming, as well as basic pool house maintenance. Work hours will vary between weekdays, evenings and weekends.

Applicants should enjoy working with children, understand stages of childhood development, have a positive attitude, be able to think on the fly and be good at problem solving. Successful applicants will be energetic and imaginative and good at finding creative and fun ways to teach swimming skills and in promoting water safety.

As a member of the Town of Kentville Pool Staff you must possess or be willing to obtain:

- 👤 A current RLSSC-National Lifeguard Service certification,
- 👤 Up to date certification in: St. John's Ambulance First Aid, RLSSC Aquatic Emergency Care **or** Canadian Red Cross Standard First Aid.
- 👤 Certification in the Lifesaving Learn-to-Swim Program, along with training in the administration of this program.
- 👤 Certification in the Lifesaving Learn-to-Swim Program, along with training in the administration of this program.

We are looking for individuals who:

- 👤 Are able to teach Bronze Star and/or Bronze Medallion
- 👤 Work to a high standard of safety, cleanliness and program quality;
- 👤 Are creative problem solver and able to adapt quickly;
- 👤 Are passionate believer and implementer of inclusive practices;
- 👤 Willing to learn and be a part of a dynamic team;

- 👤 Aware of your own privilege and how you are using it to help others;

This is a 35 - 40 hours/week position with some evenings and weekends as required. Part-time and flexible hours available. This contract runs from June 26<sup>th</sup> until August 27<sup>th</sup>. Compensation for this 9-week contract is \$17.00-19.00/h, depending on experience.

### Junior lifeguards (up to 4 positions available)

These positions are for youth aged 13-15, have completed their bronze medallion training and who are looking to build leadership, teambuilding, and professional work experience.

Reporting to the Pool Director, Junior Lifeguards will support the daily operations of the pool, by lifeguarding alongside registered lifeguards, and assisting with swimming lessons.

As a Junior member of the Town of Kentville Pool Staff you must possess:

- 👤 Bronze Medallion

We are looking for individuals who are:

- 👤 Aged 13-15
- 👤 Great with kids;
- 👤 Committed to consistent learning and growth;
- 👤 Enthusiastic, organized, and hardworking;
- 👤 Able to adapt quickly;
- 👤 Approachable and willing to be part of a dynamic team;

This is a 10-20 hours/week opportunity with some evenings and weekends as required. Flexible hours available. This opportunity runs from June 27<sup>th</sup> until August 29<sup>th</sup>. Compensation is \$13.60-\$14.00/h.

### To Apply

Please submit your resume and a cover-letter outlining your work and volunteer experience. It's helpful if you highlight why you are interested in this opportunity, what skills you have that you love sharing and why we should pick you. We read a lot of resumes, so be creative!

Don't forget to indicate in your application which position(s) you are applying for. Applications will be accepted until **4:00pm on February 15<sup>th</sup>, 2023**. Resumes, cover letters and three references can be either emailed in a word document or pdf to [recreation@kentville.ca](mailto:recreation@kentville.ca) or dropped off at the Department of Parks and Recreation (354 Main Street). If you choose to drop off your application in person, leave your parents/caretakers in the car, it's YOU we want to meet!

**Bonus: Please ensure that cover letters, resumes and references are merged into one document.**

Successful candidates must provide notification of a clear vulnerable persons check (depending on age of candidate) prior to start date.

The Kentville Parks and Recreation Department thanks you in advance for your interest in summer employment with the Town of Kentville. Only those applicants selected for the interview process will be contacted. For clarification on the application process or for more information please contact Ashley Sheffield by email: [recreation@kentville.ca](mailto:recreation@kentville.ca) or call (902) 679-2539.