

# TOWN OF VEGREVILLE



## EMPLOYMENT OPPORTUNITY

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### ASSISTANT AQUATIC SUPERVISOR

#### Position Summary

The employee in this position is responsible assisting in the pool activities and for organization and safety of all those enrolled in programs and the safety of all those patronizing the Vegreville Aquatic and Fitness Centre.

Your main duties and responsibilities will be to provide direction, supervision, and leadership to part-time staff members. This employee is a respected member of an effective working team, dedicated to maintaining and improving our community and as such, he/she serves the public with courtesy and respect.

As an employee, this person shall establish and maintain a good working relationship with all departments. Sound judgement and discretion must be used when responding to inquiries regarding classified and confidential information.

#### Duties and Responsibilities

- A team player with strong leadership, well developed organizational and communication skills.
- Flexible with schedule, able to work weekends, evenings, and holidays.
- Prepares and teaches swimming lessons as assigned.
- Responsible for ensuring the safety of patrons visiting the Vegreville Aquatic & Fitness Centre.
- Performs minor maintenance duties as assigned.
- Attends regular scheduled inservices in which emergency procedures are practised and reviewed.
- Administers First Aid and CPR according to Provincial Standards, when required.
- Identifies policies and procedures that may enhance the Parks, Recreation & Facilities Department.
- Provides requested services at any time in emergency situations.

#### Qualifications

- Must be at least 18 years of age.
- Minimum of Grade 12 education.
- Capable of working with minimum supervision and self-motivated.
- Physically capable of performing work assigned.
- Valid certification in:
  - Standard First Aid/A.E.C.
  - National Lifeguard Service (N.L.S)
  - Cardiopulmonary Resuscitation Award (C.P.R.)
  - Water Safety Instructor
  - Aquatic Emergency Care
  - Royal Life Instructor
  - Pool Operator I
- Must have good interpersonal skills

**Application Deadline:** June 3, 2022

To apply to this position, email your resume and cover letter to [rweleschuk@vegreville.com](mailto:rweleschuk@vegreville.com)

Thank you to all that apply. Only those selected for an interview will be contacted.