

POSITION: RECREATION ASSISTANT – AQUATICS JOB POSTING #:

DEPARTMENT:	Recreation	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543176
POSTING STATUS:	Regular Full-time	POSITION #:	00002540
# OF POSITIONS:		GRADE/CLASS:	0.13
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$26.20 to \$30.80 per hour (2012 rate)
		HOURS PER WEEK:	40

DUTIES:

Reporting to the Supervisor of Community Programming, the Recreation Assistant will be responsible for assisting with the complete operation of a swimming pool and community centre.

The successful applicant will support Community Strategic Plan activities; assist in the preparation of annual operating goals and assist in the administration of Aquatics departmental budget, objectives and results; assist in planning, organizing, implementing, supervising and evaluating programmes and activities; assist in staff selection, training, scheduling, supervising and evaluating part-time Recreation employees; assist in budget preparation and control; register participants and book rental group, receives and processes payments for facility registrations and prepares bank deposits; provide effective customer service; assist in developing Activity Guide information and other promotions; assist in maintaining accurate statistical and financial records including bi-weekly staff attendance for payroll records; maintains ongoing programme records; assist in facility maintenance duties related to filtration, water quality, pool equipment, heating and mechanical systems; conduct instructional aquatic programmes at participant or leadership levels; effectively communicate through oral and written reports; ensure compliance with applicable standards and regulations and perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma combined with a two (2) year post secondary school diploma from a Community College in Recreation or other higher (post secondary school) education OR Ontario Ministry of Education equivalencies;
- Must have over one (1) year experience in recreational programming and facility operations;
- Must have and maintain as a condition of employment, a current Lifesaving Society Instructors Award, Lifesaving Swim Instructor Award, National Lifeguard Service (N.L.S.) certification, CPR Basic Rescuer and Standard First Aid certification;
- Must have a working knowledge of computer software programmes, such as Microsoft Office, Word and Excel;
- Must be available for shifts scheduled Sunday through Saturday inclusive of Statutory Holidays;
- Knowledge of the C.L.A.S.S. software programme considered an asset;
- Additional courses completed in Public Relations would be considered an asset;
- Advanced aquatic qualifications such as N.L.S. Instructor, N.L.S. Examiner, Red Cross/Lifesaving Society Instructor and Lifesaving Society Swim Instructor Trainer, Examiner to Bronze Cross, Advanced Instructor, Fire Aid Instructor, CPR Instructor and Aqua fit certification are considered assets;
- Certified Pool Operator course considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- at 8:30 AM to 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources on December 22, 2011