

Municipality of West Perth Job Postings #2025 - 1 to 6

Welcome to the **Municipality of West Perth Seasonal & Summer Student Employment Opportunities – 2025**. The following information will provide openings and facts, as well as address many questions you have regarding the recruitment process.

Please note: Due to the anticipated high volume of incoming resumes, we will not be able to provide status updates on individual applications.

When to Apply:

Open Date: Tuesday December 3rd, 2024
Close Date: Friday, January 17, 2025

Who Can Apply:

To be eligible to apply for summer or seasonal positions, you must meet the following criteria:

- Legally entitled to work in Canada
- Must be available to work as indicated on job posting
- In possession of a Social Insurance Number (card) at time of hire
- Available for evening shift, weekend shifts, and statutory holidays for most positions
- Some positions will require vulnerable sector screening
- Successful candidates over 18 years must provide an original Criminal Police Check
- **Returning summer staff must re-apply and receive a favourable re-hire status on their end of season performance evaluation (information will be verified at time of consideration).**

Tips to consider while preparing your application:

- Describe any related / relevant work and/or volunteer experience
- Acknowledge relevant awards and certifications
- Describe how your background matches the position requirements
- Outline any valid First Aid and CPR Certificate

The Municipality of West Perth is committed to providing a barrier free workplace. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request.

The following page lists the available positions by department, followed by the job posting for each position and instructions on how to apply.

We are currently seeking applicants for the following summer/seasonal positions Tuesday December 3rd, 2024.

For further information on hours of work, rates of pay and to review the Job Postings, please go to www.westperth.com or email hrresults@w-u.on.ca

List of Positions and Job Numbers:

Community Services

- Pool Supervisor #2025-1
- Head Lifeguards #2025-2
- Lifeguards #2025-3
- Guard Room Assistants #2025-4
- Program Leaders #2025-5
- Parks Labourers #2025-6

Job Title:	Pool Supervisor
Number of Positions:	1
Posted Date:	Tuesday December 3rd, 2024
Start Date:	March 2025
Salary:	\$ 23.96/hr (based on years of service)
Hours per Week:	35-44
Closing Date:	Friday January 17th, 2025

Position Summary

Under the direction of and guidance of the Director of Community Services and Recreation Coordinator, and consistent with the mission and policies of the Municipality of West Perth, the Pool Supervisor will oversee the Head Guards, Lifeguards, Guard Room Assistants, Aquatic Facility and Aquatic activities to ensure the safety of all program participants. Lifeguards will be responsible for monitoring activities and maintaining order in the swimming areas, teaching swimming lessons, preventing accidents and performing first aid when required. Head Guards and Lifeguards will also be involved in the upkeep and maintenance of the Aquatics area. Applicants must have a current Lifesaving Society Swim Instructor Certification.

Duties and Responsibilities

- Responsible for supervision of aquatic staff during designated shifts.
- Coordinates and implements special events.
- Prepares weekly meeting and training of aquatic staff.
- Responsible for ongoing inventory of aquatic equipment, lesson supplies and general supplies.
- Responsible for cash floats and extra monies for admissions taken and completes admissions summary documents.
- Responds to public inquiries by listening and giving out information, with the aim of resolving issues and turning negative situations into positive ones. Maintains a high standard of customer service.
- Prepares and supervises staff deck rotation schedule, communicates with staff to ensure all guarding requirements and that correct patron-to-lifeguard ratios are met.
- Observes swimmers to monitor safety and enforce rules and standards. Educates public concerning pool/equipment rules, regulations, policies and procedures and taking corrective action when necessary.
- Provides swimming lessons in water and educates all facility users on safe and enjoyable swimming practices.
- Assesses skill levels of individuals and prepares progress midsession reports and final report cards.
- Develops lesson plans and activities to instruct individuals and groups of all ages. Leads other programs including Aqua fit, Aqua Lane, Swim Team, etc.
- Assists with pool openings, closings, equipment moving into place and scheduled

maintenance tasks.

- Completes all tasks from daily and monthly maintenance logs, records pool chemistry readings every two (2) hours and program statistics including bather load numbers.
- Ensure all Health and Safety measures are known, understood and executed.
- Ensure safe & efficient operation of the aquatic facility and aquatic activities.
- Demonstrates knowledge of and complies with pool health regulations.
- Provides input and recommendations into aquatic policies and procedures.
- Reports damage to pool area/equipment.
- Other duties as assigned by the Director of Community Services and Recreation Coordinator.

Qualifications & Experience

- Current Lifesaving Society Swim Instructor Certification required.
- Current Standard First Aid, CPR C and AED training is an asset.
- Certification in High Five Principles of Healthy Child Development is an asset.
- Current Criminal Record check will be required as a condition of employment.
- Minimum two (2) years' experience working with children and within a pool or aquatic environment

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-1** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

Job Title:	Head Lifeguard
Number of Positions:	3
Posted Date:	Tuesday December 3rd, 2024
Start Date:	May 2025
Salary:	\$ 20.29/hr (based on years of service)
Hours per Week:	35-44
Closing Date:	Friday January 17th, 2025

Position Summary

Under the direction of and guidance of the Pool Supervisor and consistent with the mission and policies of the Municipality of West Perth, The Head Lifeguard is responsible for monitoring activities and maintaining order in swimming areas, teaching swimming lessons, classes and swim team, accident prevention and emergency response. Supervises lifeguard instructors and ensures facility compliance with all legislation and guidelines governing the use of public pools.

Duties and Responsibilities

- Responsible for supervision of aquatic staff during designated shifts.
- Observes swimmers to monitor safety and enforce rules and standards. Educates public concerning pool/equipment rules, regulations, policies and procedures and taking corrective action when necessary.
- Provides swimming lessons in water and educates all facility users on safe and enjoyable swimming practices.
- Assesses skill levels of individuals and prepares progress midsession reports and final report cards.
- Develops lesson plans and activities to instruct individuals and groups of all ages. Leads other programs including Aqua fit, Aqua Lane, Swim Team, etc.
- Responsible for cash floats and extra monies for admissions taken and completes

- admissions summary documents.
- Responds to concerns of patrons. Directs unresolved customer complaints and requests to supervisor.
- Assists with pool openings, closings, equipment moving into place and scheduled maintenance tasks.
- Completes all tasks from daily and monthly maintenance logs, records pool chemistry readings every two (2) hours and program statistics including bather load numbers.
- Ensure all Health and Safety measures are known, understood and executed.
- Ensure safe & efficient operation of the aquatic facility and aquatic activities.
- Demonstrates knowledge of and complies with pool health regulations.
- Reports damage to pool area/equipment.
- Other duties as assigned by the Pool Supervisor.

Qualifications & Experience

- Current Lifesaving Society Swim Instructor Certification required.
- Current Standard First Aid, CPR C and AED training is an asset.
- Certification in High Five Principles of Healthy Child Development is an asset.
- Current Criminal Record check will be required as a condition of employment.
- Minimum one (1) year experience working with children and within a pool or aquatic environment

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-2** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

Job Title:	Lifeguard
Number of Positions:	12-15
Posted Date:	Tuesday December 3rd, 2024
Start Date:	May 2025
Salary:	\$ 16.61/hr (based on years of service)
Hours per Week:	35-44
Closing Date:	Friday January 17th, 2025

Position Summary

Under the direction of and guidance of the Pool Supervisor and consistent with the mission and policies of the Municipality of West Perth, The Lifeguard Instructor is responsible for monitoring activities and maintaining order in swimming areas, teaching swimming lessons, classes and swim team, accident prevention and emergency response. Lifeguard Instructors are responsible for the upkeep, cleaning and maintenance of the aquatics area including splash pad in accordance with departmental policies and procedures.

Duties and Responsibilities

- Observes swimmers to monitor safety and enforce rules and standards. Educates public concerning pool/equipment rules, regulations, policies and procedures and taking corrective action when necessary.
- Provides swimming lessons in water and educates all facility users on safe and enjoyable swimming practices.
- Assesses skill levels of individuals and prepares progress midsession reports and final report cards.

- Develops lesson plans and activities to instruct individuals and groups of all ages. Leads other programs including Aqua fit, Aqua Lane, Swim Team, etc.
- Ensures monies are collected and received according to relevant policies and procedures.
- Responds to concerns of patrons. Directs unresolved customer complaints and requests to supervisor.
- Assists with pool openings, closings, equipment moving into place and scheduled maintenance tasks.
- Completes all tasks from daily and monthly maintenance logs, records pool chemistry readings every two (2) hours and program statistics including bather load numbers.
- Ensure all Health and Safety measures are known, understood and executed.
- Ensure safe & efficient operation of the aquatic facility and aquatic activities.
- Demonstrates knowledge of and complies with pool health regulations.
- Reports damage to pool area/equipment.
- Other duties as assigned by the Head Lifeguard.

Qualifications & Experience

- Current Lifesaving Society Swim Instructor Certification required.
- Current Standard First Aid, CPR C and AED training is an asset.
- Certification in High Five Principles of Healthy Child Development is an asset.
- Current Criminal Record check will be required as a condition of employment.
- This is an introductory position where volunteer experience or minimal job experience would be an asset.

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-3** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

Job Title:	Guard Room Assistants
Number of Positions:	3
Posted Date:	Tuesday December 3rd, 2024
Start Date:	May 2025
Salary:	\$ 16.61/hr (based on years of service)
Hours per Week:	35-44
Closing Date:	Friday January 17th, 2025

Position Summary

Under the direction and guidance of the Pool Supervisor, and in alignment with the mission and policies of the Municipality of West Perth, the Guard Room Assistant plays a key role in ensuring the smooth operation of the pool area and providing exceptional service to patrons. This position involves assisting with various administrative and operational tasks, including but not limited to aiding with swim lessons, handling customer payments, conducting pool tests, answering phone calls, and maintaining cleanliness in the changerooms and guard room. The Guard Room Assistant may also be called upon to serve as an additional lifeguard on deck, ensuring a safe and enjoyable environment for all pool users.

Duties and Responsibilities

- Aid with swim lessons
- Receive payment from patrons
- Conduct regular pool tests

- Receiving phone calls and documenting messages from patrons
- Answering day-to-day questions from patrons
- Additional guard on deck if needed
- Regular cleaning of changerooms and guard room
- Other duties as directed by the Pool Supervisor

Qualifications & Experience

- Bronze Cross, Bronze Medallion, or in the process of achieving these certifications
- Current Standard First Aid, CPR C and AED training is an asset.
- Current Criminal Record check will be required as a condition of employment.
- This is an introductory position where volunteer experience or minimal job experience would be an asset.

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-4** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

Job Title:	Program Leaders
Number of Positions:	4-5 full time, 3-5 part-time
Posted Date:	Tuesday December 3rd, 2024
Start Date:	May/June 2025 (Training) June-August 2025 (Summer Camp)
Salary:	\$ 20.29/hr (based on years of service)
Hours per Week:	Full and Part time hours available – 10-44 hrs/wk
Closing Date:	Friday January 17th, 2025

Position Summary

Reporting to the Director of Community Services, the Program Leader leads in the planning and implementation of a variety of different recreation programs offered to children and youth. The Program Leader provides programming at the Youth Centre and supervises the summer camp staff and participants while leading daily activities.

Duties and Responsibilities

- Ensures accurate account of all participants under supervision.
- Ensures all participants feel safe and welcome.
- Conducts self in a professional and appropriate manner.
- Plans, organizes and leads activities for program participants.
- Monitors participation and provides feedback to ensure a positive experience.
- Ensures equipment and supplies meet health and safety standards, are operational and stored properly when not in use.
- Takes action to deal with incidents, problems and emergencies as outlined during training.
- Works cooperatively with fellow recreation personnel to ensure necessary workflow and coverage.
- Understands and adheres to all policies and procedures.
- Other duties as assigned by the Director of Community Services

Qualifications & Experience

- Current Standard First Aid, CPR C and AED training.
- Certification in High Five Principles of Healthy Child Development certification recommended.

- Current Criminal Record check will be required as a condition of employment.
- Experience planning, organizing, and leading or assisting with child and youth programs.

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-5** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

Job Title:	Parks Labourer
Number of Positions:	3
Posted Date:	Tuesday December 3rd, 2024
Start Date:	May 2025
Salary:	\$20.29/hr (based on years of service)
Hours per Week:	40
Closing Date:	Friday January 17th, 2025

Position Summary

Under the direction of and guidance of the Recreation and Facilities Supervisor, the Park Labourer performs operational, maintenance and cleaning services to the West Perth Community Centre, Keterson Park, and other municipal owned and operated facilities.

Duties and Responsibilities

- Cleaning and maintenance of the Mitchell Arena, community center hall and Keterson Park grounds as assigned and as per standards.
- Custodial duties including sweeping, mopping, cleaning windows, washrooms and changerooms, changing garbage's and recycling, event set-up and take down.
- Facility maintenance (cleaning, stocking, painting, small repairs)
- Operation of small to medium grounds equipment
- Supervising and Serving alcoholic beverages as licensed and under our Municipal Alcohol Policy & AGCO Standards.
- Equipment maintenance (minor repairs and problem solving)
- Adhering to Health and Safety Standards.
- Other job-related duties as assigned by the Director of Community Services.

Qualifications & Experience

- High School Education-OSSD or equivalent.
- Smart Serve Certification required – willing to obtain
- Current Standard First Aid, CPR C and AED training is an asset.
- Current Criminal Record check will be required as a condition of employment.
- Six (6) months experience with custodial duties and general maintenance.

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-6** no later than **Friday January 17, 2025** to:

Human Resources
Municipality West Perth
hrresults@w-u.on.ca

