

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