

SPRING & SUMMER 2024 EMPLOYMENT OPPORTUNITES

OUTDOOR POOL COORDINATOR (1)

Responsible for overseeing the programming and operations of our two municipal pools. Duties include processing registrations, organizing & overseeing swimming lessons, aiding with functions of the swim teams, supervision of pool staff, implementation and supervision of all programs and public swims, general finances, general maintenance, and operation of the 2 pools, communication with parents and facility staff, and other duties that may be assigned. Previous experience in a supervisory role with pool operations is considered an asset. Proof of valid NLS, Swim Instructor and First Aid & CPR level C certification, as well as a valid G2 class driver's licence & access to a personal vehicle, are required. Familiarity with all swim level programs is essential. A criminal background check is required.

TERM: May 13/24 – Sept. 2/24

REFERENCE # 0424

HEAD LIFEGUARDS (2)

Responsible for representing the Pool Coordinator in his/her absence and for overseeing public swims, various swimming lesson programs, and pool staff at either the Chesterville or Winchester pool. Duties include supervision of pool staff, checking inventory, ensuring proper & effective changeover of shifts and programming, reporting back to the Pool Coordinator about events at the pool, aiding with functions of the swim teams, guarding and/or supervision of programs and public swims, assisting with organizing and implementing all children's swimming lessons, assisting with registrations for private swimming lessons, assisting with maintenance of the pool & pool house facilities, communication with parents and facility staff, and other duties as assigned. In the absence of the Pool Coordinator, the Head Lifeguards will aid with bank deposits. Previous experience in a supervisory role with pool operations is considered an asset. Proof of valid NLS, Swim Instructor, and First Aid & level C CPR certifications, as well as a valid G2 driver's licence and familiarity with all swim level programs are all essential. A criminal background check is required.

TERM: June 10/24 – Sept. 2/24

REFERENCE # 0524

MAINTENANCE/PARKS LABOURERS (10)

Responsible for assisting full-time staff with the operation and maintenance of municipal facilities. Duties include lawn raking and mowing, trimming, general janitorial & landscaping duties, communication with the public, and other duties as assigned. Previous experience with maintenance equipment and general landscaping are considered assets. A valid G2 class driver's licence is required.

TERM: July 2/24 – Sept. 3/24

REFERENCE # 0724-A

TERM: May 13/24 – Sept. 3/24

REFERENCE # 0724-B

GUARDS/SWIM INSTRUCTORS (13)

Responsible for overseeing all public swim sessions and various swimming lesson programs at either the Chesterville or Winchester pool. Duties include guarding public swimming, assisting with organizing and implementing all children's swimming lessons, assisting with registrations for private swimming lessons, assisting with maintenance of the pool & pool house facilities, communication with parents and facility staff, organizing swim teams, and other duties as assigned. Previous experience working in a pool setting is considered an asset. Valid NLS, Swim Instructor, and First Aid & CPR certifications, as well as a criminal background check are all required.

TERM: June 24/24 – Sept. 2/24

REFERENCE # 0624

SPECIAL EVENTS COORDINATOR (1)

Reporting to the Recreation Supervisor, this position is responsible for planning, organizing and running municipal-run programs and events during the summer months, including, but not limited to, Meet Me on Main Street, Park Days, and Movies Under the Stars, as well as various short programs, which will be scheduled and hosted by this incumbent, at various locations throughout the municipality. The position is also responsible for assisting the Pool Coordinator with planning and organizing the two municipal swim meets, as well as aiding with and/or attending, other not-for-profit community events such as Canada Day, Dairyfest, Art on the Waterfront, etc., as well as Council events as assigned. Assistance with the Recreation & Culture Dept. program and event registrations, as well as other duties as assigned, will be required. Candidates must be outgoing, creative, positive, and professional, possess a valid G2 driver's licence, preferably be 19 years of age (to purchase alcohol for special events) and be available to work evenings and weekends as required.

TERM: May 6/24 – Aug 30/24

REFERENCE #0824

Please specify the reference number for the position you are applying for. For those who wish to apply for multiple positions, please submit one resume for each position and clearly indicate on the envelope which position is your first choice.

Interested applicants must submit their cover letter and resume by March 8th, 2024 at 2:30 pm to:

careers@northdundas.com

or

Township of North Dundas
636 St. Lawrence St., P.O. Box 489
Winchester, Ontario, K0C 2K0
Fax:(613) 774-5699

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate a candidate in all parts of the hiring process. Applicants need to make their needs known in advance. The Township of North Dundas is committed to providing quality goods and services that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.