



Picture Butte

Picture Perfect!

EMPLOYMENT OPPORTUNITY

The Town of Picture Butte is currently hiring Pool Seasonal Summer Staff

**OUTDOOR POOL EMPLOYMENT TERM: TENTATIVE DATE: MAY051
TO AUGUST 31, 2025**

POSITION TITLES: **Seasonal Assistant Head Lifeguard (1)**

REPORTS TO: Seasonal Head Lifeguard

POSITION SUMMARY:

Acting supervisory work within an aquatic facility. Employees of this position are required to maintain the day to day activities within the facility. The work involves overseeing the work of lifeguards and other staff and ensuring that the facility is maintained according to the standards set by the Town. The Assistant Head Lifeguard is expected to fulfill the requirements of the Alberta Guidelines for the Operation of Aquatic Facilities. Must be 18 years of age or older.

- Ensures that staff call-out policies and procedures are followed during the shift.
- Directs lifeguards with respect to guarding rotation, maintenance tasks and other related duties.
- Enforces rules and strives to prevent unsafe activity. In the event of an emergency, ensures it is handled efficiently and professionally.
- Assist in seasonal pool set-up.
- Takes accurate records of information such as attendance, cash, staff, programs and others as needed and counts and turns in moneys on a regular basis.
- Is responsible to develop and implement an aquatic program to fulfill the needs and wants of the users to the extent possible.
- Is responsible for the coordination of Lifesaving Society swimming lessons and designated time for the program.
- Carries out other relevant duties as assigned by the Head Lifeguard.

PROGRAMMING/STAFFING:

- Is responsible to assist the Head Lifeguard to develop and implement an aquatic program to fulfill the needs and wants of the users to the extent possible.
- Initiates frequent in services and other staff training.
- Assist in making staff schedules and appoints sufficient supervision for each program and monitors the effectiveness of delivery.
- Ensures guards adhere to and enforce pool policy as well as municipal and provincial laws.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the rules, regulations and policies relevant to the operations of municipal swimming pools.
- Thorough knowledge of current lifesaving methods and practices.
- Ability to deal effectively with staff and the public.
- Ability to assign and direct the work of others.
- High school graduation supplemented with a current National Lifesaving Service Award.
- Current First Aid Certificate, CPR Level C, Life Saving Instructor or Swim instructor award and related experience.

*****THIS POSITION MAY BE FUNDED THROUGH THE CANADA SUMMER JOBS GRANT AND AS SUCH REQUIRES CANDIDATES TO BE CURRENTLY ENROLLED AS A STUDENT RETURNING TO STUDIES IN FALL 2025.*****

COMPENSATION:

Range from 22.45 – 23.50 depending on experience
Signing and retention bonus

PLEASE SEND APPLICATIONS VIA EMAIL IN **PDF FORMAT** TO michelle@picturebutte.ca
OR IN PERSON AT THE TOWN OFFICE BEFORE
Friday March 28, 2025 at 3:00 p.m.

PLEASE INCLUDE A COVER LETTER, RESUME and COPY OF QUALIFICATIONS.

Thank-you for your interest; only selected candidates will be contacted for interviews.