

# University Settlement

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Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



## *Over 100 Years of Service in the Community*

**JOB TITLE/POSITION:** Lifeguard/Swim Instructor  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Recreation Supervisor  
**POSTING DATE:** March 31, 2017

### **ORGANIZATIONAL OVERVIEW:**

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 30,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and nautilus facilities.

### **JOB FUNCTION:**

This position carries the responsibility of ensuring the safety of all swimmers during open and instructional swim when called in to replace staff.

### **QUALIFICATIONS:**

- Current NLS award
- Current Standard First Aid & CPR Level C
- Current Red Cross Water Safety Instructor
- Able to work flexible hours
- Ability to communicate clearly and effectively in written and spoken English

### **ASSETS:**

- 2<sup>nd</sup> language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting



## **RESPONSIBILITIES:**

- Responsible for life guarding during various open swim times.
- Responsible for teaching and understanding the Red Cross Swim Programs.
- Ensure that all pool rules are obeyed during open swim times and lessons.
- Responsible for taking regular chlorine and pH tests and reporting any problems to the Recreation Supervisor.
- Responsible for maintaining statistics on the number of people using the pool; completing all paperwork.
- Ensure a good working relationship with all participants using the facilities.
- Attend regular departmental staff meetings and in-service training sessions.
- Foster co-operative working relationships with other staff members within the Recreation and Wellness Department, and with other Settlement staff.
- To work closely with department directors and managers to ensure department and program needs are met
- Ability to develop and maintain cooperation and openness, and work collaboratively with others to achieve University Settlement objectives (from performance appraisal)
- Ability to recognize department and/or community needs/trends and develop appropriate methods to respond (adapted from performance appraisal)
- Ability to adjust to constantly evolving nature of environment and priorities
- To evaluate the effectiveness of the program and to suggest improvements
- Other duties as assigned

## **TERMS OF EMPLOYMENT:**

Police Reference Check, satisfactory to University Settlement is a requirement of this position. Where potential staff will have direct contact with children or vulnerable persons, the Police Reference Check will include a request for information about the candidate under the Mental Health Act.

**SALARY/RATE:** \$22.06 plus 60 cents in lieu of benefits which is eligible only after completion of probation. (Rate includes pay equity)

**SCHEDULE:** Part time, various hours, evenings and weekends may be required. Between 5 to 20 hours/weekly. Ideal if candidates can work Thursdays from 4:00-7:00pm and/or Sundays from 9:30am-12:45pm for the Spring Term (April to June)

## **DETAILS:**

Please send a detailed resume with cover letter by April 10, 2017:

Attention: Katie Urquhart, Recreation Supervisor  
**katie.urquhart@universitysettlement.ca**

\*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted