

Summer Employment Opportunities 2008

Aquatics Program

LIFEGUARD

Qualifications:

- Must present a current Police Records Check
- Must be a minimum of 18 years of age or older
- Must hold a current C.P.R. certificate
- Must hold a minimum of N.L.S. Waterfront
- Preference given to candidates holding Aquatic Emergency Care

Responsibilities:

- Carry out Lifeguard duties at one of the City's supervised beaches
- Prepare and carry out emergency procedures effectively
- Follow department policies and procedures
- In the event of Beach Postings, the Lifeguard must be prepared to work alternate duties as assigned (this may require safety-toed work boots)

Duration: June to end of August
Hours of Work: Shift work 7 days/week
Wage: \$10.65/hr (subject to Council approval)
Deadline: March 31, 2008

INSTRUCTOR

Qualifications:

- Must present a current Police Records Check
- Preference will be given to candidates with experience
- Must be a minimum of 16 years of age or older
- Must hold a current Royal Life Saving and Red Cross Instruction Program
- Must hold a current C.P.R. certificate
- Must hold a minimum standard of N.L.S. Waterfront
- Must be certified in First Aid or Aquatic Emergency Care

Responsibilities:

- Teach children aged pre-school and up safety and swimming skills at one of the waterfront locations
- Must follow the Royal Life Saving and Red Cross Instruction Program

Duration: July and August
Hours of Work: Monday to Friday
Wage: \$10.65/hr (subject to Council approval)
Deadline: March 31, 2008

Please check for age requirements and qualifications before applying for a specific program. Make sure to include copies of your current certificates when submitting your application.

BEACH DIRECTOR

Qualifications:

- Must present current Police Records Check upon confirmation of employment
- Must hold a minimum standard of N.L.S. Waterfront
- Must hold a current C.P.R. certificate
- Must be a minimum of 16 years of age or older
- Must display managerial and supervisory skills
- Must hold a current class G driver's license

Responsibilities:

- Assist with staff selection
- Assist with the design and implementation of the aquatics training program
- Day-to-day aquatics program administration
- Staff scheduling
- Some budget monitoring
- Delivery of supplies
- Assist with the weekend and evening "on call" duty
- Assist with the enforcement of policies and procedures
- Be responsible for the promotion of a "Water Smart" program

Duration: May to August
Hours of Work: approximately 40 hrs/wk
Wage: \$12.16/hr (subject to Council approval)
Deadline: March 31, 2008

HEAD GUARD

Qualifications:

- Must present current Police Records Check
- Must hold a minimum standard of N.L.S. Waterfront
- Must hold a current C.P.R. certificate
- Must be a minimum of 16 years of age or older
- Must display team leadership qualities
- Must show supervisory skills

Responsibilities:

- Staff supervision
- Decision making
- Monitoring staff scheduling
- Ensuring compliance with policies and procedures
- Assist with staff training
- Day-to-day administration and reports
- Monitor facility and safety hazards

Duration: June to end of August
Hours of Work: Shift work 7 days/ week
Wage: \$10.90/hr (subject to Council approval)
Deadline: March 31, 2008



Essential To Ecological Survival
 Protecting land from development (as open space) mitigates against potential environmental disaster – flooding, slip zones, aquifer depletion.



Summer Employment Opportunities 2008

Parks & Facilities

MAINTENANCE LABOURER

Qualifications:

- Good physical condition
- Currently attending secondary or post-secondary facility
- Preference will be given to students who have landscape maintenance experience

Responsibilities:

- General park maintenance duties

Duration: Students will be required between May and August. Starting and termination dates pending summer programs.

Hours of Work: 7:30 a.m. to 4:00 p.m.

Wage: \$8.75/hr
(subject to Council approval)

Deadline: March 31, 2008

Marina

MARINA ATTENDANT/ SECURITY

Qualifications:

- Good physical condition
- Currently attending secondary or post-secondary facility
- Preference will be given to students who have marina, retail and/or security experience
- Able to deal effectively with the public

Responsibilities:

- Sale of gas and other marina services
- Security of marina facilities
- Customer service
- General marina operations

Duration: May to September

Hours of Work:
Marina Attendant Monday to Sunday
7:00 a.m. to 2:30 p.m.
2:00 p.m. to 9:30 p.m.

Marina Security Monday to Sunday
12:00 p.m. to 8:00 a.m.
8:00 a.m. to 4:00 p.m.
4:00 p.m. to 12:00 p.m.

Wage: \$8.75/hr
(subject to Council approval)

Deadline: March 31, 2008

Marina

MARINA SECURITY

Qualifications:

- Police Foundations, Law & Security Diploma, or 2 years security experience
- Good physical condition
- Excellent communication skills

Responsibilities:

- Maintain security of marina basin and immediate area
- Maintain security log book
- Perform regular checks
- Maintenance duties
- Ensure all City of North Bay policies and procedures are followed

Duration: May to October

Hours of Work: Monday to Friday
12:00 p.m. to 8:00 a.m.

Wage: \$8.75/hr
(subject to Council approval)

Deadline: March 31, 2008

ASSISTANT MARINA MANAGER

Qualifications:

- Marina operations experience preferred
- Demonstrated supervisory skills
- Demonstrated cash handling ability
- Excellent customer service skills

Responsibilities:

- Under the direction of the Marina Manager,
- Provide onsite supervision for the North Bay Waterfront Marina
- General marina operations (slip rentals, pump-outs, launch passes, fuel, bait and ice sales)
- Supervision of staff
- Customer service
- Provide information to tenants with regard to marina services and upcoming events
- Complete Daily Cash Listings / Inventory
- Marina maintenance
- Supply inventory

Duration: May to October

Hours of Work: 30hrs/week

Wage: \$11.13/hr
(subject to Council approval)

Deadline: March 31, 2008



Small investments in recreation, parks, sports, and arts/ culture often yield large economic returns – money generated by events, capital development and provision of ongoing services is spent several times in the community (the multiplier effect).



Summer Employment Opportunities 2008

Skate Park

SKATE PARK STAFF

Qualifications:

- Must hold a current First Aid certificate
- Must hold a current C.P.R. certificate
- Must be a minimum of 16 years of age or older
- Must display leadership and supervisory qualities
- Cash handling experience an asset
- Must present current Police Records Check upon confirmation of employment
- Skateboard or roller blade experience an asset

Responsibilities:

- Daily supervision of Skate Park
- Selling memberships and daily access passes
- Park rule enforcement
- General park programming
- Supervision of special events
- Daily administration and reports
- Cash handling

Duration: approximately May to September

Hours of Work: 24-40 hrs/wk

Wage: \$8.75/hr (subject to Council approval)

Deadline: March 31, 2008

Youth Centre

YOUTH ACTIVITY STAFF

Qualifications:

- Good physical condition
- Must hold current First Aid and CPR Certificate
- Minimum of 16 years of age
- Display leadership and supervisory skills
- Must present a current Police Records Check upon confirmation of employment

Responsibilities:

- Coordination of youth activities and sports
- General program coordination of games, crafts and special events
- Supervisor of program participants
- Day-to-day operation of centre
– report writing, program scheduling, paperwork

Duration: Approximately May to September

Hours of Work: 24 to 40 hrs/week

Wage: \$10.65/hr

Deadline: March 31, 2008

Applications can be picked up at and returned to:

Human Resources Department

City Hall, 2nd Floor, 200 McIntyre Street East, North Bay ON P1B 8H8

Applications must be received by **March 31, 2008.**

For more information, call 474-0400 or log on at www.cityofnorthbay.ca

Summer Activity Centres

*A place to go for youth
ages 12 - 18 years of age
New For 2008! Meet Your Friends!*

Activities include: sports, games, music, drama activities, and guest speakers.

We'll listen to what you want to do! Lots of fun at no cost!

Details are yet to be finalized ... there will be a minimum of two locations in North Bay during the months of July and August.

Watch for more information or call

the Parks, Recreation and Leisure Services Department at 474-0400.

We will put you on a mailing list and send you the details as soon as they are finalized.

Looking for high school volunteer hours? We will be looking for students to help us out. Looking for summer employment? We will be hiring staff to supervise the Activity Centres.

Go to page 41 for more information.



The Corporation of the City of North Bay SUMMER EMPLOYMENT APPLICATION

PARKS, RECREATION & LEISURE SERVICES

Submit one application per position only.

Please check box beside the position you are applying for

- | | | | | |
|---|---|---------------------------------------|---|------------------------------------|
| <u>Recreation/Beaches</u> | <u>Youth Centre</u> | <u>Parks</u> | <u>Marina</u> | <u>Skate Park</u> |
| <input type="checkbox"/> Beach Director | <input type="checkbox"/> Youth Centre Staff | <input type="checkbox"/> Maintenance\ | <input type="checkbox"/> Asst. Marina Manager | <input type="checkbox"/> Attendant |
| <input type="checkbox"/> Head Lifeguard | | Labourer | <input type="checkbox"/> Marina Attendant | |
| <input type="checkbox"/> Lifeguard | | | <input type="checkbox"/> Marina Security | |
| <input type="checkbox"/> Instructor | | | | |

Have you previously worked for the City? yes no

If yes, when 20____, position _____

In which department were you employed? _____

PERSONAL DATA	Surname		Given Names					
	Permanent Address			Phone Number				
	City/Town			Postal Code				
	Are you 16 years of age or older?		yes <input type="checkbox"/>	no <input type="checkbox"/>				
Do you possess a valid driver's license?		yes <input type="checkbox"/>	no <input type="checkbox"/>					
Class of driver's license: _____								
EDUCATION	Type of School	Course of Study	Dates Attended	Circle last grade completed this summer				
	Secondary (High)			9	10	11	12	OAC
	Community College			1	2	3		
	University			1	2	3	4	
	Other							

EMPLOYMENT DATA	EMPLOYER	DUTIES & RESPONSIBILITIES
	Employer	
	Type of Business	
	Dates Employed	
	Position Held	
	Employer	
	Type of Business	
	Dates Employed	
	Position Held	
	Employer	
	Type of Business	
	Dates Employed	
	Position Held	

Please indicate any skills/experience which you feel would contribute to employment with this corporation.

Some positions applied for require certification. These certificates must be valid through to the end of the employment season. Please indicate those which you currently possess.

Certificate	Expiry Date	Certificate	Expiry Date
<input type="checkbox"/> CPR	_____	<input type="checkbox"/> Instructors Red Cross	_____
<input type="checkbox"/> Standard First Aid	_____	<input type="checkbox"/> Current Police Records Check	_____
<input type="checkbox"/> Basic First Aid	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> N.L.S. Pool	_____		
<input type="checkbox"/> N.L.S. Waterfront	_____		

Please note that proof of certification will be required prior to confirmation of employment.

Do you plan to return to full time studies in September? yes____ no____

If successful, what date would you be available for work? _____

The facts set forth above in my application for employment are true and complete to the best of my knowledge. I understand, that if employed, false statements on this application shall be considered cause for dismissal.

Date: _____ Signature: _____