



## Town of Windsor – Recreation Department

### Summer Hiring 2019



#### **Positions: (Seasonal full time and part time positions available)**

**Dryland:** Day Camp Coordinator, Day Camp Leaders, Leaders-in-Training, Preschool Soccer Instructors

**Aquatics:** Aquatic Assistants, Aquatic Team Leaders, Water Safety Instructors, Lifesaving Instructors, Lifeguards, Aquafit Instructors

**General:** Cashier/Cleaner for the Hants Aquatic Centre (cleaning female and family change rooms)

#### **Application Process:**

- All applicants must provide a cover letter, resume, proof of certifications and have made application to get a letter from the child abuse register.
- Applicants can go to [www.gov.ns.ca/coms](http://www.gov.ns.ca/coms) to get the form to apply for your letter from the child abuse registry. The process of getting the letter back can take up to 6 weeks and is required for employment.
- Review the hiring timeline to determine the closing date for each position.
- Cover letters, resumes and copies of certifications to be sent to Dianne Levy at [dlevy@town.windsor.ns.ca](mailto:dlevy@town.windsor.ns.ca) or dropped off at Town Hall at 100 King Street or the Windsor Community Centre at 78 Thomas Street by the closing date.
- Cover letters need to include the position or positions you are applying for, whether you are looking for full time or part time employment and your suitability for the skills and the responsibilities of the position.
- Job descriptions for each job are available at the Windsor Town Office or by emailing Dianne at [dlevy@town.windsor.ns.ca](mailto:dlevy@town.windsor.ns.ca)
- Only those selected for an interview will be contacted. Those contacted for an interview will need to bring their letter from the child abuse registry along with current original certification cards for any required certifications such as Lifeguard, Water Safety Instructor and first aid to the interview.

**Timeline:**

- April 8<sup>th</sup> Job descriptions will be available at Windsor Town Office or by emailing Dianne Levy at [dlevy@town.windsor.ns.ca](mailto:dlevy@town.windsor.ns.ca). Applications for all positions accepted.
- April 26<sup>th</sup> Aquatic Assistants, Aquatic Team Leaders, Day Camp Coordinator positions close.
- April 29<sup>th</sup> Aquatic Manager begins.
- May 6<sup>th</sup> Interviews for Aquatic Assistants, Aquatic Team Leaders and Day Camp Coordinator begin.
- May 13<sup>th</sup> Lifeguard, Instructor, Cleaner/Cashier positions close.
- May 13<sup>th</sup> Summer Manager begins.
- May 17<sup>th</sup> Remaining positions close.
- May 21<sup>st</sup> Interviews for remaining dryland and aquatic positions begin.
- May 27<sup>th</sup> Assistant Aquatic Managers begin.
- June 4<sup>th</sup> Pool opens for training, swim to survive and preseason programs/swims.
- June 17<sup>th</sup> Aquatic training begins. Some training for dryland staff. Day Camp Coordinator begins.
- June 24<sup>th</sup> Staff training week begins.
- July 2<sup>nd</sup> Day Camps and Swim Lessons begin.

**For more information call Manager of Recreation Services, Dianne Levy at 798-1162 or email at [dlevy@town.windsor.ns.ca](mailto:dlevy@town.windsor.ns.ca)**