

Our City, Your Career!

Summer Employment Opportunities

Program Leaders for Wading Pools, Facilities, Children's and Youth Programs

Salary Range: \$10.35 - \$15.19 per hour

Accepting Applications: January 7 – April 26, 2013

Monday – Friday, 9:00 – 11:30 a.m. & 1:00 – 4:00 p.m. (excluding holidays)

Winnipeg City Hall, Main Floor, 510 Main Street (Administration Building)

Applying Online:

Complete and submit the online application form at Winnipeg.ca. Note: Due to the additional qualifications required for recreation technician positions, online applicants must still go in person to 510 Main St. to complete the in person requirements listed below. This must be completed prior to 4:00 p.m. April 26, 2013.

Applying in person/ completing the Online Application process:

Go directly to 510 Main St. to complete the following:

- City of Winnipeg Application Form (or if done online it will be printed for processing)
- Pre-placement Health Assessment Form
- Screening interview to identify relevant skills and experience

All applicants must bring the following documents:

- Current resume
- Photocopies of current valid certification in:
 - Emergency First Aid
 - Level "C" CPR (or equivalent): Valid 1 year; must be renewed annually. (Note: First Aid & CPR must be valid until Sept. 4. 2013)
 - No originals; only photocopies of certification will be accepted

The City of Winnipeg offers Emergency First Aid Level "C" CPR and recertification courses. To register go online to leisureonline.ca or call 311.

Interviews:

Only candidates selected for interviews will be contacted. Applications will be kept on file until the end of summer.

- Successful applicants will be required to provide a clear Criminal Record Search Certificate (Vulnerable Sector)

Visit our website Winnipeg.ca

"An Employment Equity Employer"

"Aboriginal Persons, Women, Visible Minorities, & Individuals with disabilities are encouraged to self-declare in their cover letter"

Related Links

<http://www.winnipeg.ca/hr/>

<http://www.winnipeg.ca/cms/recreation/workinginrecreation.stm>

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RECREATION TECHNICIAN - POSITION DESCRIPTIONS

Wading Pool Attendant – Recreation Technician B \$12.67 per hour

As per the Manitoba Health Act wading pool attendants must be 16 years or older to operate a wading pool. You will be responsible for the safety, supervision and operation of a wading pool designed for children 12 years of age and under. Other duties include cleaning and maintenance of the wading pool, maintaining accurate records of attendance, chlorine and ph levels, field occurrence reports, leadership and water safety, and the ability to relate well with the public are desirable. Position includes working evenings and weekends.

Pre-School/Children Leader – Recreation Technician A - C \$10.35 - \$ 15.19 per hour

A Pre-School/ Children's Leader is responsible for organizing and supervising children's activities (ages 3 - 12) at various sites. Possess skills and/or training in planning and implementing a wide range of recreational activities such as arts, crafts, sports, music, drama and games as well as the ability to relate to children. Hours of work include morning, afternoon, early evening and/or weekend shifts.

Youth Leader – Recreation Technician C \$15.19 per hour

Youth Leaders are responsible for organizing and supervising activities with preteens and youth (ages 10 -17). Possess knowledge and training related to conflict resolution, program planning, sports, games, arts and crafts, and leisure activities as well as the ability to mentor and relate to youth and pre-teens. Hours of work are afternoon, evening shifts and/or weekend shifts.

Facility Monitor – (Part-Time) Recreation Technician B \$12.67 per hour

A Facility Monitor is responsible for the monitoring of a recreation facility and/or weight room. Responsibilities may include answering the phone, opening and locking rooms for programs and ensuring safety in a City of Winnipeg weight room. Where applicable the position includes cleaning and inspecting weight room equipment; enforcing rules, guidelines and safety practices. Must have the ability to relate well with the general public and possess knowledge and training related to conflict resolution. Other duties may include assisting the public with program registration and cash handling. Hours of work vary and may include morning, afternoon, evening and/or weekend shifts.

Visit our website [Winnipeg.ca](http://www.winnipeg.ca)

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