

DOOR MONITOR

Employment Commitment:

- Swim program operates September 16th – November 18th
- Tuesdays 3:00-5:00pm, Wednesday 3:00-5:00pm, Friday 3:00pm-5:00pm, Saturday 8am-1:00pm

Reports to: Aquatics and Summer Programs Coordinator and/or Recreation Programmer

Basic Requirements:

- Must be at least fifteen (15) years old and have access to daily transportation
- Must be able to supply a clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks
- Expected to be present at work for all scheduled shifts/days as outlined in job description
- Full participation in all assigned training, teambuilding events, staff meetings, special events, etc.



Certification Requirements:

- Requires excellent public relations and communication skills.
- Must be 15 years of age or older.
- Must complete a criminal record check and child abuse registry check.

Position Summary

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none"> • To maintain a visible presence at the designated entrance/exit location where parents/guardians enter with their children to access the family change facilities. • To ensure that the main door is closed at all times with the exception of when people are entering and exiting the pool. • Treat all participants/customers with respect. • To adhere to policies outlined in the staff manual. • Various other duties as assigned by the Recreation Programmer, Physical Activity Coordinator and/or Recreation Director
Safety & Risk Management	<ul style="list-style-type: none"> • Must be stationed at main entry/exit location during the designated hours of the swim program. • Remain alert to ensure that the safety of participants. • To ensure that program areas are kept safe and free from hazards. • Ensuring safety and risk management processes and policies are followed and applied.
Program Management	<ul style="list-style-type: none"> • Adhere to all policies/procedures for implementation & complete any program related tasks as requested by Program Coordinators, Rec Programmer, PAC
Judgement	<ul style="list-style-type: none"> • Show the capacity to assess situations and act appropriately • Make sound decisions based on the best interests of all parties involved
Teambuilding	<ul style="list-style-type: none"> • Full and active participation in all program activities, training sessions, and staff meetings as required
Communications & Customer Service	<ul style="list-style-type: none"> • To complete administrative tasks as required (make sure hours are on timesheet) • Daily communication with participants, parents, public, superiors, etc. • Use of age appropriate language and tone of voice, mindful of audience
Problem Solving	<ul style="list-style-type: none"> • Determining and quickly implementing appropriate participant support and/or behaviour modification strategies as required • Effectively manage & resolve day-to-day issues as they arise