



# Town of Claremont Information Pack

Position	Pool Lifeguard and Duty Manager
Closing Date	NA. Ongoing Casual Opportunities
Casual Rate	Lifeguard \$33.61 per hour (including 25% loading) Duty Manager \$41.47 per hour (including 25% loading)
Queries	Jill Sargeant – Manager Human Resources

The Town of Claremont Aquatic Centre is a family-oriented outdoor centre that is open year-round. The centre includes a 25 metre pool, a 50 metre pool, a diving pool, a water playground and splash pad.

The Centre is looking for casual Duty Managers and Lifeguards to work across a seven (7) day a week roster. Shifts are available morning, day, evening and some public holidays. A current Pool Lifeguard Certificate, Senior First Aid, Bronze Medallion and a National Police Clearance are essential. A Pool Operators Certificate is also required for Duty Managers. Ideal applicants will have prior experience at a busy aquatic centre and will contribute to a safe, clean, well presented Centre.

Key duties for both roles include:

- Supervision of swimmers and patrons in accordance with established procedures.
- Providing a clean, safe and friendly environment for patrons.
- Carrying out minor maintenance tasks such as water quality control, minor repairs and corrosion control.

Casual Lifeguards will be required at times, to work at reception and to assist with banking, sales and booking enquiries.

The Duty Manager is also responsible for:

- Co-ordinating day to day pool operations, including plant room checks and other maintenance programmes such as water quality control, minor repairs, and corrosion control.
- Supervision and management of lifeguards.
- Assisting with the co-ordination of programmes including swimming lessons, coaching, diving and aqua-aerobics.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and with a disability to apply.

## Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

## What your application must include

### Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

### Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

## Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application.

Applications must reach the Town of Claremont no later than 5.00pm on the closing date.

The Town of Claremont prefers to receive applications via email at [employment@claremont.wa.gov.au](mailto:employment@claremont.wa.gov.au).

Alternatively, applications may be mailed to:

Attention:

CONFIDENTIAL

Chief Executive Officer

Town of Claremont

PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.

# Benefits of working at the Town of Claremont

## Remuneration & Conditions

- competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



## Health & Wellbeing Initiatives

- free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars;
- active social club.



## Training & Development

- Internal training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options: ranging from paid leave to reimbursement of course fees (Conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.



