



Pool Staff Hiring Process: Fall 2019 / Winter 2020

(August 6, 2019)

- Submit your completed **APPLICATION** by email, fax, Canada Post, or in-person at the Welcome Centre or the Pool Office. Be sure that you have attached copies of your 'Required Qualifications'. A qualifications list from the Lifesaving Society 'Find a Member' site is acceptable for LSS Certifications. Please take your time when you fill-out your application.
- Applications **MUST** be received by **4:00 PM** on **Friday, September 6th, 2019**.
- Please be advised that **REFERENCES** will be contacted. Accurate and up-to-date contact phone numbers and email addresses are required.
- On your application, please confirm your intention to participate in the **NEW STAFF SCREENING** session planned for **Sunday Sept 8, 2018 (4:45-8:45 PM)**. Your application **MUST** be submitted by the above deadline so it can be reviewed before you are invited to attend the screening – **NO EXCEPTIONS**.
- *If your certifications and application do not meet the minimum CU Standards, you will be advised that you are not ready to attend the Fall New Staff Screening. All applicants who are ready for the Screening, should receive a confirmation via email. **Please send me an email or call if you have not heard from CU Aquatics by 4:00 pm on Sat Sept 7 ... OR if your plans change & you decide NOT to attend the Screening.***
- The Screening results will be reviewed on Monday September 9. Selected candidates will need to be available for an **INTERVIEW** on Tues Sept 10 or Weds Sept 11. These interviews will be held at the General Athletic Office (AC 2102), located on the 2nd level of the Athletics building. Most interviews will should be approximately 20-25 minutes in duration.
- Final **HIRING** decisions and **JOB-OFFERS** will be made by 5:00 PM on **THURSDAY September 12th**.
- **NEW STAFF** must be available to attend the following **ORIENTATIONS**:
 - **Friday Sept 13, 5:30-8:00 PM – NEW STAFF Orientation** (a condition of employment)
 - **Saturday Sept 14th (10:00 AM -1:15 PM) – ALL STAFF TRAINING** (a condition of employment)
 - **3-Hours of SHADOW-GUARDING** are included in your orientation. Ideally, these hours will be scheduled prior to your first guarding or instructional shift. These hours are paid.
- The **FALL POOL STAFF SCHEDULE** will begin on **Sunday September 15th**. Please be accurate when completing the 'Schedule Requests' sections of your application. Other schedule request update forms will be provided as needed to successful candidates as needed.

FALL – WINTER IN-SERVICE TRAINING DATES & TIMES:

- (3) **FALL 2019:** Saturdays (4:30-6:30 pm) October 19, November 9 & December 7 (4:30-6:30 pm)
(4) **WINTER 2020:** Saturdays (4:30-6:30 pm) January 11, February 8, March 7 & April 4

Participation in the In-Service Training Program is mandatory for ALL CU Aquatics Staff.

RECERTS @ CU AQUATICS

There are re-certification courses offered at the Carleton Pool during the Fall/Winter 2019-2020 terms, such as National Lifeguard, Red Cross Water Safety Instructors, LS Standard First Aid CPR C AED. Please see our website (www.carleton.ca/athletics) for dates and times.

All required certifications MUST be current by the first day of the Fall work-term: **Sunday Sept 15th.**

NEW STAFF SCREENING **Sunday September 8, 2019 (4:45-8:45 PM)**

PART A: SKILLS ASSESSMENT, CPR AND FIRST AID

GUARDING SKILLS: Candidates will be asked to perform each of the following four skills **at least to NLS standard.** The below “**must-sees**” are not the only criteria we will use to evaluate, but are intended to help candidates prepare for the screening. Note: Appropriate steps to “follow up” will also be assessed.

1) Object Removal (20 lb. Brick)

*Starting in the water, demonstrate a 15-m approach and surface dive to recover a 20lb object located at an approximate depth of 15 feet; surface and carry the object 5m to poolside in **1 minute or less.***

Must-Sees:

- ☐ Quick efficient approach and descent to object
- ☐ Quick ascent with object to surface
- ☐ Quick return to side carrying the object

To dive safely this deep, you will likely need to equalize the pressure in your ears. You are welcome to try this before your screening. Just ask CU Lifeguards for assistance.

2) Physical Standard Approach and Carry (Contact Rescue)

*Starting in the water demonstrate a 15m approach to contact a near-drowning victim in deep water; carry the victim 5m supporting the head and shoulders above the water. **Full Follow-up required.***

Must-Sees:

- ☐ Quick efficient head-up approach
- ☐ Safe approach such that victim is unlikely to grasp the rescuer
- ☐ Support with head and shoulders out of water throughout transport
- ☐ Quick return to side (5m)
- ☐ Reassurance
- ☐ Efficient Removal
- ☐ Assessment of victim (ABC's)
- ☐ Secondary assessment initiated
- ☐ Treat for shock
- ☐ Public education and secondary drowning (Victim advised to seek medical attention)

3) **Rescue and Removal of Submerged Victim (Unconscious, Non-Breathing)**

Starting in the water demonstrate a 25m head up or head down approach to recover a submerged victim & carry 25m in 90 seconds or less. Removal & appropriate follow up required. The removal is not timed

Must-Sees:

- ☐ Quick safe approach on deck (5 m)
- ☐ Quick safe entry from deck / Quick efficient 15m approach
- ☐ Recovery of submerged victim, quick ascent
- ☐ Protection of airway during ascent and thereafter (effective control carry)
- ☐ Safe and Effective Removal
- ☐ EMS activated at earliest possible moment
- ☐ Victim assessment (ABCs) and effective CPR
- ☐ Ability to deal with complications (vomiting, obstructed airway) at any point in performance.

4) **Deep Water Spinal Turnover & Carry**

Starting in the water near the victim, rollover an unconscious victim with a suspected spinal injury in deep water. Carry the victim 15m while maintaining immobilization and supporting the victim's mouth/nose above the water.

Must-Sees:

- ☐ Effective lifesaving kick mechanics with control of direction
- ☐ Effective victim rollover
- ☐ Distance completed (15m)
- ☐ Victim's face supported above the water during carry
- ☐ Immobilization maintained throughout

CPR SKILLS: Candidates will be asked to perform skills chosen randomly from the CPR C program. Please be prepared to assist victims of all ages: adults, children and infants. Candidates MUST be familiar with current CPR standards. **Demonstrations of choking procedures, in response to obstructed airways will be assessed.**

Must-Sees:

- Assessment of environment for Hazards
- EMS activated at earliest possible moment
- LOC (Level of Consciousness) assessed
- Proper CPR Protocols
- Effectively Manages for Vomit
- Proper Obstructed Airway Procedures

FIRST AID SKILLS: The First Aid Situations portion of the screening is intended to determine which of the candidates can perform first aid competently. Candidates will enter a room with no prior knowledge of what victim type they will find, will be asked to assess and treat a victim based on what they see for a period of TWO minutes. Evaluation criteria will be taken from Standard First Aid and NLS standards.

Must-Sees:

- Scene assessment
- ABC's Assessed
- EMS activated if necessary
- Quick and accurate recognition of victim type
- Appropriate treatment based injury or medical condition
- Appropriate use of barrier devices
- Treat for Shock

PART B: STROKE ASSESSMENT and INSTRUCTIONAL

- 1) **STROKE ASSESSMENT** – All candidates will be asked to demonstrate proficiency in the following (4) swimming strokes: **Front Crawl, Back Crawl, Breast Stroke & Elementary Back Stroke**. Please be prepared to swim approximately (50M) or two lengths of each stroke.
- 2) **INSTRUCTIONAL ASSESSMENT**: For the instructional portion of the screening, each candidate will be given five minutes to teach the skill highlighted below. You may bring any equipment or teaching aids, which you require and are also free to use the equipment available at the pool.

Please come prepared to teach (1) of the following:

A) **Front Crawl to a class of Red Cross Swim Kids 6 or SK 7's**

B) **Breaststroke to a class of Red Cross Swim Kids 8's**

Submission of a Lesson Plan is OPTIONAL.

Some “**Must See's**” include:

- **Organization** (Lesson Plan, gets equipment ready ahead of time)
- **Feedback** (Effective, concise, positive & constructive, age appropriate vocabulary)
- **Originality and Creativity** (Games with aims, different activities to teach skills)
- **Safety Supervision** (Carries an aid & whistle, eyes on children, does not allow unsafe/disruptive behaviour)
- **Knowledge: Standards & Strokes** (identifies, corrects problems, understands the strokes based on level)
- **Communication Skills** (Positive, encouraging, able to adapt to different learning styles)

PART C: LIFEGUARDING SITUATIONS ... Emergency SITS will be included in the NEW STAFF Screening only if the # of participants and available time permits.

In the Guarding Situations portion of the screening, each candidate's ability to perform in various guarding situations will be tested, including **both MINOR and MAJOR emergencies**. We hope to provide each candidate with at least two Pool Situations, on 3-person or 4-person lifeguard teams.

A strong emphasis will be placed on SCANNING techniques, RECOGNITION, INTERVENTION, TEAM-WORK, CONFIDENCE, a POSITIVE ATTITUDE and COMMUNICATION skills.

PLEASE SUBMIT YOUR APPLICATIONS BY: **Friday September 6, 2019 (4:00 PM)**

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