

Summer 2019 @ Carleton U

Pool Staff Hiring Process

- Submit your completed **APPLICATION** by EMAIL, Canada Post or in-person at the Welcome Centre or the Pool Office by **4:00 PM on Friday June 7, 2019**. Please take your time when you fill-out your application and provide as much detail about yourself as possible.
- Please review the Aquatics Qualifications section of the application carefully and make sure you include all the details requested. Candidates who do not possess all of the Required Qualifications 'may' not be considered for employment. **Summer Staff must be fully certified by June 30, 2019.**
- Please attach photocopies of your QUALS to your application. For Lifesaving Society awards, a print-out from www.lifesavingsociety.com/find-a-member.aspx is acceptable. **Please make sure you record your LSS Member ID # and your Red Cross ID # on your application as requested.**
- Please be advised that **REFERENCES** will be contacted. Accurate and up-to-date contact phone numbers and email addresses are required. Your application **MUST** be submitted for review before you attend this screening – **NO EXCEPTIONS.**
- On your application, please confirm your intention to participate in the **NEW STAFF SCREENING** session planned for **Saturday June 8, 2019 (6:30-9:00 PM)**. *Please send me an email if you decide not to attend, as our plan for the screening will depend upon the # of confirmed applicants.*
- **If your certifications and application do not meet the minimum CU Standards, you will be advised that you are not ready to attend the Spring-Summer New Staff Screening.** All applicants who are ready for the Screening will receive a confirmation email INVITE. If you have not heard from us by 7:00 pm on Friday June 7th, please send an email to verify your status - steve_baird@carleton.ca
- Following the screening, successful candidates will be invited for an **INTERVIEW** on **Tuesday June 11 or Weds June 12**. These interviews will be held at the General Athletic Office (AC 2102), located on the 2nd level of the Athletics building. Most interviews will be a maximum of 20-25 minutes in duration. It is our intention to make final **HIRING** decisions and **JOB-OFFERS** for summer positions no later than **Thursday June 13**.
- **NEW STAFF** must attend the following **ORIENTATION: Monday June 17 (5:00-7:30 PM)**
- **3-Hours of 'paid' SHADOW-GUARDING** will be included in your overall orientation. These hours will be scheduled during the week of June 18-21, prior to the Staff Training session scheduled on Sat June 22 (4:30-6:30 pm) or prior to your first guard-shift.
- The (9) week **Summer Staff Schedule** will begin on **Sunday June 30**. (June 30-August 31). **Note:** The pool will be closed on **Canada Day** (Monday July 1). Please be accurate when completing the 'Availability & Requests' sections of your application.

- **SUMMER IN-SERVICE TRAINING DATES & TIMES:** Participation in the **In-Service Training Program is mandatory for ALL CU Aquatics Staff.**

- 1) Monday June 17, 2019 (5:00-7:30 PM) – **New Staff Orientation**
- 2) Saturday June 22, 2019 (4:30-6:30 PM)
- 3) Friday July 12, 2019 (6:00-8:00 PM)
- 4) Friday August 9, 2019 (6:00-8:00 PM)

**** All certifications MUST be current prior to the beginning of a work term****

NEW STAFF SCREENING: Saturday June 8, 2019 6:30-9:00 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

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 TO:

Steve Baird (Aquatics Coordinator)
Recreation and Athletics (AC 1110)
Carleton University
1125 Colonel By Drive
Ottawa, ON K1S 5B6

(o) (613) 520-2600 # 8444

steve_baird@carleton.ca

APPLICATION DEADLINE:

Friday June 7, 2019 (4:00 PM)

