

# Working in Mississauga



# Fall Hiring Process Presentation

**WELCOME**

Thank you for coming!

## Presenters

Carole Verschueren – Meadowvale, Supervisor, Aquatics

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# **Benefits to working for the City of** **Mississauga**

- Excellent work experience
- Future Employers view Aquatic Employment very highly
- Many Lifeguards go on to be: Teachers, Fire Fighters, Ambulance Attendants, Recreation Supervisors etc.
- Build life long friendships
- 20% off City of Mississauga Fitness pass

# Qualifications

National Lifeguard

Lifesaving Society – Swim Instructors

Lifesaving Society - Lifesaving Instructors

Lifesaving Society – Emergency First Aid Instructors

Standard First Aid/CPR C with AED

High Five – Principles of Healthy Childhood Development

# Checking Qualifications

Don't know what you have or when you expire?

Check out [www.lifesavingsociety.com/find-a-member](http://www.lifesavingsociety.com/find-a-member)

You will need your LSS # which is found on a certification card.

Register early for courses and recerts to avoid expiring.

All qualifications must be current before September 23, 2016

# Qualification Recertifying Process

National Lifeguard – every 2 years need to register for a NL recertification course

Standard First Aid/CPR C – recertify after 2 years then after another 2 register and pass a full course

Swim and Lifesaving Instructors – complete the credit card form with the Lifesaving Society and send it to them for recertifying with payment.

# Volunteer Process

Volunteers are always welcome and very appreciated by all Instructors and Customers.

<http://www.mississauga.ca/portal/residents/recreationandparks>

- You can apply for a Volunteer position at any time
- You must be 14 years of age
- Need to have a minimum of Bronze Medallion Certification
- There are required trainings and orientation sessions for volunteers.

Drop your volunteer application off to the facility of your choice and the Volunteer Coordinator will contact you for an interview.

# Applications

[www.mycitycareer.ca](http://www.mycitycareer.ca)

On line job posting for Fall 2016 hiring:

**June 1 to July 15**

- Complete the application form including the questionnaire
- Include a resume with references
- You can still apply if you will be qualified by Sept. 23

Example – you are registered for summer courses.



# Interview Process

Interviews will take place between July 16 – August 24.

If you know you will not be in the City between those date (ie: summer job), then please let the supervisor know and alternative arrangements can be made.

Supervisors interview those that put their pool down as first choice

You will be asked to complete a pre assignment and bring along with you to the interview.

Interviews will take approx. 30 min. and will include situational and knowledge based questions

# Selection Process

Selection is based on :

- Qualifications
- Pre assignment and interview
- Previous aquatic experience – volunteers included.
- Availability

Returning staff are placed first then fill vacancies with new hires

# Program Dates 2016 / 2017

Fall Session: September 24 to December 19 – no programs  
Oct.8/9/10 for Thanksgiving

Winter Session: January 7 to March 10, no programs Feb.20

March Break: March 13 – 17

Spring Session: March 25 to June 23, no programs April 14, 15, 16 and May 22

# Your Hired!

Formal Job Offer letters will be sent after August 27

Days and hours will be confirmed prior the session beginning

Sign a contract

Complete all Human Resources mandatory trainings.

Complete Emergency Procedures Training (each session)

Rate of pay when first hired: \$13.33 / hr

Probationary period for 6 months – if you have a meeting expectations evaluation your rate of pay will increase to \$14.98

Evaluations will be conducted 6 months after hire and then once a year after.

# Supervisors Expectations

Only applicants/employees will be communicated with by the Supervisor!

**Arriving on time for your shift:** You must be ready and in uniform and on deck at the start of your shift. We recommend being at the pool 15 minutes prior to the start of your shift to ensure you are ready.

**Subbing from your shift:** Subbing from a shift is not acceptable. Only if extenuating circumstances arise then you may be considered to take time off. You are required to notify your supervisor immediately if you require time off

# **Supervisors Expectations continued...**

**Scheduled working hours** are dependent upon sufficient participation/registration and are subject to cancellation

**Hours/programs/days/times** are not guaranteed from session to session.

**Uniform** employees are given a Lifeguard tank top and must supply their own blue/black bathing suit

# Hiring Process – Summer

[www.mycitycareer.ca](http://www.mycitycareer.ca)

On line job posting for Summer 2017:

Dec.15, 2016 to Jan. 15, 2017

**Deadline for application is January 15<sup>th</sup>, 2017**

Applications for current or returning aquatic employees.

Placements are normally start the beginning of March and hiring continues up to the beginning of summer.

# Thank you!

How did you hear about this information session?

Did you find this session helpful?

QUESTIONS?



# Contact Numbers

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