

Job Opportunities – Cheema Aquatic Club

Summer Supervisor Position

Supervision of the Day Program activities to include the following:

- Observe Summer Coaches work habits and provide guidance where needed;
- Ensure Summer Coaches are organized and arriving on time each day;
- Be available to parents and participants Monday, Wednesdays and Fridays for questions
- Ensure Lunch Monitors are scheduled for duty
- Track Coaches time cards
- Organize coaches staff meeting
- Track equipment issues
- Ensure the assigned coaches in charge of these programs are on time and visible to parents both in the morning and afternoon;
- Ensure to run through and remind the assigned staff of their duties
- Support coaches in implementing the Bullying Stops Here program or any other discipline issue that may arise
- Communicate regular updates to the Cheema Summer Program Chair Board Member

Regattas:

- Ensure all regatta templates are in on time with the correct information
- Ensure coaches send out the regatta reminder & information at least one week prior to the regatta
- Ensure all appropriate equipment is loaded for the regatta
- Ensure transportation for boat trailer to regatta site is organized.
- Assist with organizing of Cheema hosted regatta U-10 July 30, 2019 evening

Compensation

- Your contract term is:
 - July 2-August 23 (8 weeks) approximately 24 hours per week @ \$18/hour
 - 60% position – Monday-Wednesday-Friday 8:00am-5:00pm (unpaid 1 hour lunch break)
- Your income will be subject to the standard withholdings for taxes and insurances.
- Vacation will be paid at 4% of gross pay.
- Cheema pay periods are semimonthly,

- Compensation for additional hours worked will be paid on the last pay period of the month based on time sheets submitted.

Vulnerable Sector Background Check

Cheema has a policy which requires staff to complete a screening for:

- Criminal Background Check and
- Vulnerable Sector Background Check

If this interests you, please forward a resume and cover letter to scott.smith@cheema.ca

Applications will be accepted until 5:00 pm on Friday, May 24, 2019 – No Late Applications Will Be Considered