

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

Compensation

- Your contract term is:
 - May 21-June 29 (6 weeks) up to 20 hours per week @ \$18/hour
 - July 3-August 24 (8 weeks) 40 hours per week @ \$18/hour
 - August 27- September 28 (5 weeks) up to 20 hours per week @\$18/hour
- 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 implemented a policy, which requires staff to complete a screening for a Vulnerable Sector Background Check. This agreement will be subject to Club policy.

If this interests you, please forward a resume and cover letter to scottdsmith@eastlink.ca

Applications will be accepted until 5:00 pm on April 20, 2018 – No Late Applications Will Be Considered