

## **Special Events**

### **Position Description**

Special events and/or programs are put on by the Burnaby aquatic staff throughout the year for instance, Halloween events, anniversaries of the facility or special registered programs. These events and/or programs may require considerable amount of preparation time including, decorating, and setting up equipment as well as take down of the decorations and equipment. There is also the event itself that could include arts and crafts, games, and of course customer service.

### **Position Responsibilities and Duties**

- Contact an Aquatic Leader by phone or email a couple days before shift to confirm and prepare, some programs or events could require a dress code
- Arrive 5 minutes prior to the start of the shift and check in with the Aquatic Leader
- Check his/her schedule for assigned duties
- Identify risks associated with activity and ensure participation safety
- Familiarize themselves with activities and the facility to offer helpful and friendly customer service
- Recognize your leadership role and set a positive example
- Be alert and take direction from Aquatic Leaders or Lifeguards on shift

### **Position Requirements and Qualifications**

- Criminal Record Check
- Bronze Cross
- Previous experience with children of vulnerable population
- Site Facility Orientation

### **Reports To**

- The Aquatic Leader on Shift

### **Assignment Location**

One of the four City of Burnaby indoor pools

- Bonsor
- Eileen Dailly
- Fred Randall
- CG Brown

### **Time Commitment**

- The day and times of the shift for the program/event